

ORGANIZATIONAL RECORD OF THE FORMATION OF THE  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

During the Fifth Annual Management Training Institute for City Clerks, held at the University of Alabama at Tuscaloosa, Alabama, November 17, and 19, 1970, a general discussion was held concerning the formation of a formal City Clerk's Association, a subject which had been discussed during previous gatherings of Clerks. It was decided by those in attendance that a Steering Committee be appointed to look into the matter and report its recommendations at the meeting to be held for Clerks at the 1971 Alabama Municipal League Convention to be held in Montgomery, Alabama, April 17-20, 1971. Mr. W. F. Pearson, veteran City Clerk of Opelika, Alabama, was named Chairman of the Committee, and all interested Clerks were asked to send suggestions in to Mr. Pearson.

A brief business meeting of interested City Clerk's was held in Montgomery, Alabama, April 20, 1971, with Mr. William Watson, City Clerk of Brundridge, Alabama, presiding. A brief report of the Steering Committee was discussed and recommendations were made that a Chairman, Vice-Chairman and Secretary-Treasurer be elected for the Clerk's Organization.

Mr. W. F. Pearson, City Clerk, Opelika, Alabama, was nominated and duly elected as Chairman of the organization. Mr. Alex Garrett, City Clerk, Montgomery, Alabama, was nominated and duly elected as Vice-Chairman of the organization. Mr. Harold Nevells, City Clerk, Phenix City, Alabama, was duly elected as Secretary-Treasurer of the organization.

The above officers were charged with the responsibility of investigating further the formation of the organization and bringing information concerning same before the clerks in attendance to the Sixth Annual Management Training Institute for City Clerk's to be held at the University of Alabama, November 16-18, 1971. Meeting was formally adjourned.

MINUTES OF THE MEETING OF THE  
CITY CLERKS OF ALABAMA, THURSDAY,  
DECEMBER 9, 1971, MONTGOMERY, ALABAMA.

Present at this meeting were: W. F. Pearson, Alex R. Garrett, C. T. Porch, Miss Bettie Scott, Mrs. Dorothy Harris, Miss Rachell L. Waters, Miss Pattie Simmons, Leon Tucker, William Watson and Tom Wilkerson.

After Chairman Pearson opened the meeting, a general round table discussion was held at which time a number of items were presented and discussed in an effort to arrive at a starting point for the further and formal activation of the organization.

Several items listed here below were officially adopted by this executive committee, and other were generally agreed upon as recommendations to be presented for further action by those clerks attending the general convention of the League to be held in April of 1972, at Mobile, Alabama.

1. NAME. On motion by Garrett, seconded by Tucker, committee voted unanimously to adopt as the official name of the organization the following: "Alabama Association of Municipal Clerks and Administrators"---AAMCA.

Eligible for membership: City Clerks and Assistant Clerks, City Managers or Administrative Assistants, City Treasurers, Finance Officers, and Purchasing Agents.

2. AIMS. Aims of the organization are to be to promote the general improvement of operation of City Government, and the better execution of duties by members through education and coordination. Some items to be stressed are: education and training, uniformity of records, coordination of programs with the Municipal League and other organizations that can be helpful to us, such as the universities and schools of the State, and with the International City Clerk's Organization.

3. VOTING RIGHTS AND MEETINGS. On motion by Watson, seconded by Garrett, committee voted unanimously to allow each member city one (1) vote even though some cities or towns might have two or more individual officers who are members of the city clerk's organization. An official meeting of the organization will be held at the League Convention each year, another meeting of the total organization will be held at the annual Clerk's Training Institute, and at least two district meetings will be held each year.

4. DUES. On motion by Tucker, seconded by Watson, committee voted unanimously to establish membership dues at \$3.00 per year, per active member, and on motion by Garrett, seconded by Tucker, it was unanimously voted for dues to cover

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Clerk's Association Meeting

Continued listing of items determined in general discussion:

4. DUES: the period of January 1, to December 31, each year, being due and payable between January 1 and May 1, each year, hopefully no later than the April Municipal League Meeting.
5. OFFICERS AND TERMS OF OFFICE. On motion by Watson, seconded by Garrett, committee voted unanimously to establish the terms of office to be one (1) year from the annual convention meeting with the provision that the present officers and committee members will serve until the April 1973, convention meeting.

On motion by Watson, seconded by Harris, committee voted unanimously to require that each District elect, prior to the April meeting, a member to serve as Executive Committee Member from said District, and from this twelve member Executive Committee, there shall be elected a Chairman, Vice-Chairman, and Secretary-Treasurer to serve the organization until the following April convention.

Upon completion of the above business, the meeting adjourned.

MINUTES OF THE MEETING OF THE  
CITY CLERKS OF ALABAMA, THURSDAY,  
NOVEMBER 18, 1971, TUSCALOOSA, ALABAMA.

Mr. William Watson presided at this meeting and explained that in an effort to speed up the finalization of the organization, it would be good if those members appointed November 17, 1971, would serve as members of the Executive Committee. On motion and second, members voted unanimously to agree to the above procedure, therefore, the following members were elected as members of the Executive Committee of the Municipal Clerk's of Alabama Association:

District No. 1-Counties of Lauderdale, Colbert, Franklin, Marion and Winston.

Mrs. Elsa S. McGraw, City Clerk  
Post Office Box 579  
Winfield, Alabama 35594

District No. 2-Counties of Lamar, Fayette, Pickens, Tuscaloosa, Green, Hale and Bibb.

Mrs. Patsy L. Pinion, City Clerk  
Post Office Box 185  
Reform, Alabama 35481

District No. 3-Counties of Jefferson, Chilton, Shelby, Walker, Blount and St. Clair.

Miss Bettie Scott, City Clerk  
1905 First Avenue, North  
Pell City, Alabama 35213

District No. 4-Counties of Coosa, Tallapoosa, Chambers, Talladega, Clay, Randolph, Cleburne, Calhoun, Etowah, and Cherokee.

C. T. Porch, City Clerk-Manager  
Post Office Box 589  
Alexander City, Alabama 35010

District No. 5-Counties of Lowndes, Butler, Crenshaw, Pike, Bullock, and Macon.

William Watson, City Clerk  
104 North Main Street  
Brundidge, Alabama 36010

District No. 6-Counties of Washington, Clarke, Monroe, Conecuh, Wilcox, Choctaw, Sumter, Marengo, Perry, and Dallas.

Mrs. Dorothy D. Harris, Purchasing Agent-Treasurer  
Post Office Drawer L  
Selma, Alabama 36701

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Continued listing of members of Executive Committee:

District No. 7-Counties of Covington, Coffee, Geneva, Dale, Houston,  
Henry and Barbour.

Miss Rachell L. Waters, City Clerk  
Enterprise, Alabama 36330

District No. 8-Counties of Mobile, Baldwin and Escambia.

Richard L. Smith, City Clerk  
Post Office Box 1827  
Mobile, Alabama 36601

District No. 9-Counties of Autauga, Elmore and Montgomery.

Alex R. Garrett, City Clerk  
City Hall  
Montgomery, Alabama 36102

District No. 10-Counties of Lee and Russell.

W. F. Pearson, City Clerk  
Post Office Box 390  
Opelika, Alabama 36801

District No. 11-Counties of Lawrence, Morgan and Cullman.

Leon J. Tucker, City Clerk  
Post Office Box 278  
Cullman, Alabama 35055

District No. 12-Counties of Limestone, Madison, Jackson, Marshall,  
and Dekalb.

Thomas V. Wilkinson, City Clerk  
916 Broad Street  
Scottsboro, Alabama 35768

Upon completion of above business, the meeting was adjourned.

MINUTES OF THE MEETING OF THE  
CITY CLERKS OF ALABAMA, WEDNESDAY,  
NOVEMBER 17, 1971, TUSCALOOSA, ALABAMA.

Mr. William Watson, in the absence of Chairman Pearson, presided at this meeting and reviewed the progress made toward the organization of the Municipal Clerks of Alabama Association.

At the Clerk's meeting in Montgomery, Alabama, in April of 1971, the following officers were elected: Mr. W. F. Pearson, Chairman; Mr. Alex R. Garrett, Vice-Chairman; Mr. William H. Nevels, Secretary-Treasurer. Since Mr. Nevels is no longer connected with city government, it was necessary to elect another person to fill the office of Secretary-Treasurer. Mr. C. T. Porch, City Clerk of Alexander City, Alabama, was duly nominated and elected to fill the office of Secretary-Treasurer.

A discussion was held as to the best method to use in forming an Executive Committee, and the decision was made that one member clerk present from each of twelve districts in the State was to suggest a representative from subject districts for appointment to the Executive Committee by the Chairman. Meeting was adjourned.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF MEETING HELD IN MOBILE, ALABAMA, APRIL 25, 1972.

The Business Meeting was called to order by President W. F. Pearson, at the conclusion of the Clerk's Tuesday morning session of the Alabama Municipal League Convention.

Thirty-eight members were present and a general discussion of the proposed constitution and By-Laws was held.

Motion was made by Alex Garrett, City Clerk of Montgomery, Alabama, for the adoptions of the Constitution and By-Laws as presented. Motion was seconded by William Watson, City Clerk of Brundidge, Alabama.

The Constitution and By-Laws were adopted unanimously.

There being no further business to come before the meeting, on motion duly adopted the meeting adjourned.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF MEETING HELD IN CONJUNCTION WITH A DINNER AT CLERK'S  
TRAINING INSTITUTE, TUSCALOOSA, ALABAMA, NOVEMBER 15, 1972.

President W. F. Pearson, presided.

No formal business was transacted.

At the conclusion of the dinner, certificates were awarded to all who attended the Institute.



ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF MEETING HELD MAY 22, 1973, IN BIRMINGHAM, ALABAMA, AT  
THE ALABAMA MUNICIPAL LEAGUE CONVENTION.

Chairman W. F. Pearson presided. Vice-Chairman Alex Garrett and Secretary-Treasurer were also present, along with a sizable number of member clerks.

Secretary-Treasurer announced that Mr. James E. Wilson, City Clerk, Florence, Alabama, was elected to the Executive Committee from District No. 1.

Mr. Hugh Wall, City Clerk, Selma, Alabama, was elected to the Executive Committee from District No. 6.

Mr. Carl Griffin, City Clerk Enterprise, Alabama, was elected to the Executive Committee from District No. 7.

Since there was not a quorum of Executive Committee members present at this meeting, the election of officers was not held, but present officers were asked to continue in office until the time of the next Management Training Institute for Municipal Clerk's to held at the University of Alabama, in November, 1973. No further business was transacted and the meeting adjourned.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF MEETING HELD NOVEMBER 13-14, 1973, at TUSCALOOSA, ALABAMA.

No formal meeting was held during the Eighth Annual Municipal Management Training Institute, held at the University of Alabama, Tuscaloosa, Alabama, November 13-14, 1973, due to the fact that Chairman Pearson and several other Clerks had to leave the Institute early; however, the results of balloting by mail from the Executive Committee, was announced with the outcome being that the present officers were re-elected to serve until the next meeting which is to be held at the time of the Alabama Municipal League Convention, to be held in Mobile in April, 1974.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF MEETING HELD APRIL 23, 1974, MOBILE, ALABAMA

The meeting was called to order by Vice-Chairman Alex Garrett.

Secretary-Treasurer C. T. Porch, announced that the following had been elected as members of the Executive Committee by the respective Districts:

- District No. 1-James E. Wilson, Florence, Alabama.
- District No. 2-Mrs. Clyde R. Shipley, Moundville, Alabama.
- District No. 3-Mrs. Gladys D. Prentice, Leeds, Alabama.
- District No. 4-C. T. Porch, Alexander City, Alabama.
- District No. 5-William Watson, Brundidge, Alabama.
- District No. 6-Hugh Wall, Selma, Alabama.
- District No. 7-Carl Griffin, Enterprise, Alabama.
- District No. 8-Richard L. Smith, Mobile, Alabama.
- District No. 9-Alex Garrett, Montgomery, Alabama.
- District No. 10-W. F. Pearson, Opelika, Alabama.
- District No. 11-J. Leon Tucker, Cullman, Alabama.
- District No. 12-Tom Wilkinson, Scottsboro, Alabama.

From the above committee members, the following officers were elected:

Chairman---William Watson  
Vice-Chairman---J. Leon Tucker  
Secretary-Treasurer---C. T. Porch

The meeting was turned over to the new Chairman, and after a few remarks from Chairman Watson, the meeting was adjourned.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF MEETING HELD NOVEMBER 14, 1974, at TUSCALOOSA, ALABAMA.

This meeting was held after a breakfast starting at 7:30 a.m., was enjoyed by quite a large number of members.

The meeting was called to order by Chairman William Watson who extended the thanks of the group to Mr. Travis Windham of the firm Thornton, Farish and Gauntt, Incorporated, by their hosting of the enjoyable breakfast.

Chairman Watson explained to the membership that there was a need to amend the Constitution of the Association so that the officer titles set forth in Article IV-Officers and Terms of Office, would be designated as a president and a vice president instead of as a chairman and vice chairman.

Motion was made by Mr. W. F. Pearson and seconded by Mr. John Nowell that the Constitution be so amended. The vote on this motion was unanimous.

Chairman Watson presented to the meeting the question of membership dues and the fact that there was a need to increase said yearly dues.

After discussion by the members, a motion was made by Mr. John Nowell and seconded by Mrs. Norma Willis that Article VII-Dues, of the Constitution be amended to read: Membership dues shall be \$10.00 per annum for each member.

This motion upon being put to a vote, carried by a majority vote of the members present.

President Watson next presented a framed Certificate of Appreciation to Mr. W. F. Pearson, City Clerk of Opelika in recognition of his service as President of the Association from April 1971 until April 1974.

President Watson next presented a framed Certificate of Appreciation to Mr. Alex Garrett, City Clerk of Montgomery, in recognition of his services as Vice President of the Association from April 1971 until April 1974.

Both of the above recipients expressed to the members their thanks for the certificates and pledged their continued support of the Association.

Charter membership certificates were passed out to all qualified members present and the Secretary-Treasurer was instructed to mail out certificates to all the other qualified members.

There being no further business, the meeting was adjourned.

The annual meeting of the Alabama Association of Municipal Clerks and Administrators convened in regular session on April 22, 1975, at the Russell Erskine Hotel Ballroom at 8:00 A.M. in Huntsville, Alabama.

The meeting was called to order by William Watson, President.

Mr. Watson welcomed all the clerks and administrators, and at this time he read the following District Representatives for the 1975-1976 year:

<u>District No.</u>	<u>Name</u>	<u>Address</u>
1	James Wilson	Florence
2	Mrs. Clyde Shipley	Moundville
3	Mrs. Gladys D. Prentice	Leeds
4	C. T. Porch	Alexander City
5	Jimmy A. Floyd	Troy
6	Hugh Wall	Selma
7	Carl W. Griffin	Enterprise
8	Mrs. Mary L. Potter	Saraland
9	Alex Garrett	Montgomery
10	Tyron Tisdale	Auburn
11	J. Leon Tucker	Cullman
12	Tom Wilkinson	Scottsboro

President Watson read the following proclamation by Governor Wallace, declaring the week of May 11-17 as Municipal Clerk's Week.

He stated we need to thank the following representatives who helped on this proclamation: Mitchell, Perry, Jones, Tolbert, Fillipo, Powell, McDonald, and Foshee.

Getting new members was discussed. The President urged all the members to go back home and get at least one more member.

At this time the following officers were installed by President Watson:

C. T. Porch	President
Leon Tucker	Vice-President
Mary L. Potter	Secretary/Treasurer

President Porch then took charge of the meeting.

William Watson moved that we increase the annual dues from \$3.00 a year to \$10.00 a year, effective immediately. Seconded by Alex Garrett and upon vote, motion carried.

Charter members were discussed.

Norma Willis moved we extend the charter members time until April, 1976. Seconded by Earl Tisdale and upon vote, motion carried.

There being no further business to come before the meeting, the meeting adjourned at 9:00 A.M. upon motion.

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 20, 1975, at the University Room of the Ramada Inn Downtown, Tuscaloosa, Alabama. The meeting was called to order at 12:30 P.M. by C. T. Porch, President, with approximately 50 members present. The reading of the minutes was deleted at this time.

President Porch announced that Francis Pearson has passed away since we last met. He was our first president of the City Clerk's Association and a friend to all of us. We sure do miss him. Mr. Porch read the following resolution:

A RESOLUTION TO EXPRESS THE DEEP FEELING OF REGRET ON THE PART OF THE MEMBERSHIP OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS, OVER THE PASSING OF A LONG-TIME AND FAITHFUL PUBLIC SERVANT, OUR FRIEND AND ADVISOR AND FORMER PRESIDENT OF SAID ASSOCIATION-----WILLIAM FRANCIS PEARSON-----AND TO PRESERVE THROUGH OUR PERMANENT RECORDS A WRITTEN MEMORIAL OF THE ESTEEM IN WHICH HE WAS HELD BY THE MEMBERSHIP OF THIS ASSOCIATION.

WHEREAS, for over thirty years, Francis Pearson was connected with Municipal Government in the State of Alabama; and

WHEREAS, during this long period of time he was never known to waiver in the fulfillment of every duty exacted of him through long hours and hard work; and

WHEREAS, in the performance of his official duties, as well as in his social and personal contacts, he was understanding and uniformly courteous to old and young alike of every race; and

WHEREAS, because of the outstanding service he rendered this association as a guiding force in its formation and the serving as its President during the first three years of the association's existence, he will be greatly missed from the walks of men:

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERSHIP OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS, AS FOLLOWS:

1. That this resolution be recorded among the permanent records of this association as a written memorial of the esteem in which Francis Pearson was held by the membership of this organization for the long and faithful service he rendered to municipal government in Alabama.
2. That a copy of this resolution duly signed by the officers of this association, be transmitted to the family of this revered public servant.

ADOPTED AND APPROVED THIS 20th DAY OF NOVEMBER, 1975.

Norma Willes moved we adopt the above read resolution and send a copy to Mrs. Pearson. Seconded by Bill Watson and upon vote, motion carried.

Mr. Porch reported, "I have received some complaints about the newly organized Alabama City Managers/Administrators Association will take away from our organization, but from talking to these men, this is not the case, they want to help us. They don't want to take away, but add to city government. I think there is room for both associations. This year our meeting was only 1 month apart, but next year I hope this will not be the case."

John Newberry asked what are the membership qualifications?

Colonel Tisdale stated that this was organized from encouragement from the Alabama League of Municipalities like other states. Anyone can join if they are City Managers, City Administrators, have an executive position, and City Clerks who manage and who have authority over other department heads.

Someone asked did this mean advise as well as supervise?

Mr. Tisdale stated, "No". This was discussed.

Mr. Porch reported at last year's convention, we had a breakfast meeting and this worked real well, would like to know if the association wants to do this in May, 1976, at the convention again. This was discussed.

John Nowell moved we have a breakfast meeting at the 1976 convention in May at Birmingham. Seconded by Bill Watson and upon vote, motion carried.

Mr. Porch also reported the International Municipal Clerk's Association has sent a Revenue Sharing Questionnaire to every city clerk, he urged everyone to fill this out and return as soon as possible.

Bill Watson moved we adopt the following Resolution:

RESOLUTION ON RE-ENACTMENT  
OF FEDERAL REVENUE SHARING

WHEREAS, Federal Revenue Sharing has proved itself to be of great benefit to local governmental units throughout the country and to their citizens by providing needed funds which would be difficult to replace from other municipal revenues; and

WHEREAS, these funds have been used wisely by local government providing needed services without the often unnecessary restrictions of previous categorical programs; and

WHEREAS, one of the objects of Federal Revenue Sharing should be its predictability which enables local units of government to coherently plan their use of these funds; and

WHEREAS, there is some discussion that this program will not be renewed by the Federal Government at it's termination in 1976;

NOW, THEREFORE, BE IT RESOLVED that the Alabama Association of Municipal Clerks and Administrators, meeting in regular session on November, 1975, that this Association strongly urges the renewal of this program which supplies vitally needed funds to the local government units of this country and that this support be conveyed to its membership, Congressional leaders, and appropriate persons and organizations.

Seconded by John Newberry and upon vote, motion carried.

H. J. Buckhalt reported the President of IMCC Association died and he wants the association to send a letter of sympathy. Mr. Porch stated he would take care of this.

The Revenue Rally to be held in Washington was discussed.

Gary Christian reported on the Revenue Sharing. It must be passed by December 15th, if not the checks will be held up because can't be put on the agenda. This was discussed.

Mr. Porch reported we will need a representative elected before the convention because at convention we will elect a President, Vice-President, and Secretary-Treasurer.

The Treasurer gave the following report:

Checking Acc. Balance	\$287.68
Stamp & Envelope	5.60
	<u>\$282.08</u>
Saving Account	910.00

At this time, the President read the following list of Directors:

James E. Wilson - Florence	Carl W. Griffin - Enterprise
Mrs. Clyde R. Shipley - Moundville	Mary L. Potter - Saraland
Mrs. Gladys D. Prentice - Leeds	Alex Garrett - Montgomery
C. T. Porch - Alexander City	Tyron Tisdale - Auburn
Jimmy A. Floyd - Troy	J. Leon Tucker - Cullman
Hugh Wall - Selma	Tom Wilkinson - Scottsboro

Gladys Prentice suggested that we organize in each district and have a quarterly meeting. This was discussed.

The Tort Liability Immunity Bill was discussed.

There being no further business to come before the meeting, the meeting adjourned at 1:30 P.M.

*Mary L. Potter*



ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS NOVEMBER 18, 1976

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 18, 1976 at the University of Alabama, Tuscaloosa, Alabama.

The meeting was called to order by the President, Mrs. Mary Potter.

John Nowell, Secretary/Treasurer, gave the treasurer's report showing a balance of \$1,788.43, as of November 18, 1976.

The President appointed the following members to serve on a committee to consider redistricting the State.

John Baker - Chairman  
Kevin Lanier  
Donald Kelley  
Velma Gober

A discussion was held on the possibility of having a "Certified Municipal Course" for all Municipal Clerks. The President appointed the following members to serve on a committee to investigate the possibility of such a course.

Jackson Bailey - Chairman  
Gladys Prentice  
Betty Scott

Mrs. Potter spoke on the importance of district meetings and recommended that each district have a meeting at least twice a year.

Upon a recommendation from Mrs. Potter, John Baker moved that the Secretary/Treasurer's offices be separated and the Secretary would be appointed by the President and would be from the same district as the President. Motion was duly seconded by James Wilson and carried unanimously upon vote.

The President appointed Barbara Timothy, Assistant City Clerk, from Saraland to serve as Secretary.

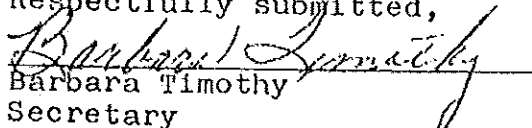
Mrs. Potter named Dorothy Harris as Chairperson of the Membership Committee, and Lois Gale Walker, Chairperson of the Legislative Committee.

The President presented C. T. "Bud" Porch with a gift certificate from the Association in recognition of his years of service to the Association and upon his forthcoming retirement.

Iris Evans moved that C. T. "Bud" Porch be made a "Director-Emeritus" of the Association. Motion was duly seconded by Earl Tisdale and carried unanimously upon vote.

There being no further business to come before the Association, the meeting was adjourned.

Respectfully submitted,

  
Barbara Timothy  
Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

APRIL 19, 1977

The business meeting and annual breakfast of the Alabama Association of Municipal Clerks and Administrators convened in regular session on April 19, 1977, at the Civic Center in Montgomery, Alabama.

The meeting was called to order by the President, Mary Potter.

James Wilson gave the invocation.

Jack Bailey moved to dispense with the reading of the minutes since each member was mailed a copy prior to the meeting. Motion was duly seconded by John Newberry and carried upon vote.

James Wilson presented the following slate of officers for 1977-78:

PRESIDENT	-----MARY POTTER	-----Saraland
VICE-PRESIDENT	-----JOHN NOWELL	-----Opelika
RECORDING SECRETARY	-----BARBARA BAGGETTE	-----Daphne
CORRESPONDING SECRETARY	-----BARBARA TIMOTHY	-----Saraland
TREASURER	-----GAROLYN MOZINGO	-----Marion

Earl Tisdale moved that the nominations be closed, and the rules be suspended and the slate of officers be elected as presented. Motion was seconded by Bettie Scott and so carried.

Mr. Stu Stephenson of the League was present with us and took a picture of the newly elected officers.

John Nowell read the following resolutions in memory of William Watson and Robert W. Justice:

R E S O L U T I O N

A RESOLUTION TO EXPRESS THE DEEP FEELING OF REGRET ON THE PART OF THE MEMBERSHIP OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS OVER THE PASSING OF A LONG-TIME AND FAITHFUL PUBLIC SERVANT, OUR FRIEND AND ADVISOR AND FORMER PRESIDENT AND VICE-PRESIDENT OF SAID ASSOCIATION ..... WILLIAM GRANT WATSON, SR. .... AND TO PRESERVE THROUGH OUR PERMANENT RECORDS A WRITTEN MEMORIAL OF THE ESTEEM IN WHICH HE WAS HELD BY THE MEMBERSHIP OF THIS ASSOCIATION:

WHEREAS, for over twenty-six years William Watson was connected with Municipal Government in the State of Alabama; and,

WHEREAS, during this long period of time he was never known to waiver in the fulfillment of every duty exacted of him through long hours and hard work; and,

WHEREAS, in the performance of his official duties as well as in his social and personal contacts he was understanding and uniformly courteous to old and young alike of every race; and,

WHEREAS, because of the outstanding service he rendered this association as a guiding force in its formation and the serving as its President and Vice-President, he will be greatly missed from the walks of men;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERSHIP OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS AS FOLLOWS:

1. That this resolution be recorded among the permanent records of this Association as a written memorial of the esteem in which William Watson was held by the membership of this organization for the long and faithful service he rendered to Municipal Government in Alabama.
2. That a copy of this resolution duly signed by the officers of this Association be transmitted to the family of this revered public servant.

ADOPTED AND APPROVED THIS 19TH DAY OF APRIL, 1977.

MARY POTTER, President

BARBARA TIMOTHY, Secretary

J. B. NOWELL, Treasurer

R E S O L U T I O N

A RESOLUTION TO EXPRESS THE DEEP FEELING OF REGRET ON THE PART OF THE MEMBERSHIP OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS OVER THE PASSING OF A LONG-TIME AND FAITHFUL PUBLIC SERVANT, OUR FRIEND AND MEMBER IN GOOD STANDING OF SAID ASSOCIATION.....ROBERT W. JUSTICE..... AND TO PRESERVE THROUGH OUR PERMANENT RECORDS A WRITTEN MEMORIAL OF THE ESTEEM IN WHICH HE WAS HELD BY THE MEMBERSHIP OF THIS ASSOCIATION.

WHEREAS, for over twenty-nine years Robert Justice was City Clerk-Treasurer of the City of Geneva, Alabama; and,

WHEREAS, during this long period of time he was never known to waiver in the fulfillment of every duty exacted of him through long hours and hard work; and,

WHEREAS, in the performance of his official duties as well as in his social and personal contacts he was understanding and uniformly courteous to old and young alike of every race; and,

WHEREAS, because of the service he rendered this association as an active member he will be greatly missed by the Association;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERSHIP OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS AS FOLLOWS:

1. That this resolution be recorded among the permanent records of this Association as a written memorial of the esteem in which Robert W. Justice was held by the membership of this organization for the long and faithful service he rendered to Municipal Government in Alabama.
2. That a copy of this resolution duly signed by the officers of this Association be transmitted to the family of this revered public servant.

ADOPTED AND APPROVED THIS 19TH DAY OF APRIL, 1977.

MARY POTTER, President

BARBARA TIMOTHY, Secretary

J. B. NOWELL, Treasurer

John Newberry moved to adopt the resolutions as read and that Mrs. Watson and Mrs. Justice be sent a copy. Motion was duly seconded by Bettie Scott and carried upon vote.

John Nowell gave the Treasurer's Report as follows, showing a balance of \$1,975.04 as of April 15, 1977:

TREASURER'S REPORT

Received from past Treasurer -----	\$ 1,068.43
Dues received as of April 15, 1977 (89 Paid-up Members as of 4/15/77) -----	970.00
Expenditures during 1976-77 year:	
Gayfer's Gift Certificate ("Bud" Porch) -----	-50.00
500 Membership Cards (Post Publishing Co.) -----	-13.39

BALANCE AS OF APRIL 15, 1977:

\$ 1,975.04

Respectfully submitted,

J. B. NOWELL, Treasurer

Our Treasurer reminded us that annual dues are now due.

Our President urged the Directors to begin having quarterly meetings in each district. We would all like to see this become the year that we start moving and really accomplish something.

Velma Gober reported on re-districting the State and recommended not to change the districts this year as there is not enough participation from the clerks and maybe next year we will have more active members and the State can be re-divided at that time.

Jack Bailey gave the Educational Committee's report on how to attain a Certified City Clerk Certificate. Jack outlined the basic requirements and then presented two plans through which the certificate could be obtained. Dr. Blitz reported that twenty members would have to participate in the course and the tuition would be \$175.00 which would include all materials and books. Each individual would be responsible for travel, food and

Dr. Blitz further stated that we could have course one full week each year for a 3 year period which would give us 100 contact hours, or an alternate plan would be to have 1½ day courses in each district four times a year. This alternate plan would probably be more expensive because we would have to travel to the districts, which would not only involve more travel expense but some time away from our job going back and forth.

Mary asked for a show of hands and just of those present 16 or 17 expressed sincere interest in the course.

The following members were appointed to serve on the Educational Committee with Jack Bailey:

DISTRICT I	JIM SPARKS	SHEFFIELD
DISTRICT II	E. L. TURNER	VERNON
DISTRICT III	JEAN MCQUEEN	MIDFIELD
DISTRICT IV	HAROLD GORDON	ALEXANDER CITY
DISTRICT V	CHARLES KING	LUVERNE
DISTRICT VI	DAVID COBB	MARION
DISTRICT VII	H. J. BUCKHALT	DOTHAN
DISTRICT VIII	RICHARD SMITH	MOBILE
DISTRICT IX	VELMA GOBER	WETUMPKA
DISTRICT X	EARL TISDALE	AUBURN
DISTRICT XI	ELIZABETH HUGHES	CULLMAN
DISTRICT XII	FRANK VOLENTINO	ALICEVILLE

The president appointed the following members to serve on the BY-LAWS COMMITTEE:

JIM MASON	MOBILE
WILLIE MAE DENNYS	PELHAM
TOMMIE RHINEHARD	OXFORD

The following members were appointed to serve as Directors of their Districts for the year 1977-78:

DISTRICT I	JAMES WILSON	FLORENCE
DISTRICT II	CLYDE SHIPLEY	MOUNDVILLE
DISTRICT III	DOROTHY HENRY	ALABASTER
DISTRICT IV	JOHN NEWBERRY	SYLACAUGA
DISTRICT V	JIMMY FLOYD	TROY
DISTRICT VI	CAROLYN MONZINGO	MARION
DISTRICT VII	CARL W. GRIFFIN	ENTERPRISE
DISTRICT VIII	BARBARA BAGGETT	DAPHNE
DISTRICT IX	JOHN L. BAKER	MONTGOMERY
DISTRICT X	EARL TISDALE	AUBURN
DISTRICT XI	SARAH S. KESECKER	HARTSELLE
DISTRICT XII	RUBY C. NEELEY	HUNTSVILLE

James Wilson suggested that certificates be given to the clerks who have attended 10 or more conventions or workshops. Dr. Blitz stated that Joe Gelwix is designing a certificate which the University of Alabama plans to give to the clerks who have attended 5 or more of our Municipal Management Training Institutes for City Clerks at the University of Alabama. To date we have had 11 of these workshops at the University.

APRIL 19, 1977

PAGE 5

James Wilson and Jean Willouby were appointed to check into the possibility of giving certificates for attending conventions.

Mary welcomed all of our new members and once again urged our District Directors to get busy and get their district meetings set up and to let's get moving.

There being no further business to come before the Association, the meeting adjourned upon motion.

Respectfully submitted,

Barbara Bagette  
BARBARA BAGETTE  
SECRETARY

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

NOVEMBER 17, 1977

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 17, 1977, at the University of Alabama, in Tuscaloosa, Alabama.

The Meeting was called to order by the president, Mary Potter. The president then introduced the head table which was composed of the officers of our Association, Mayor Jamie Etheridge, President of our Alabama League of Municipalities and Mrs. Iola Stone, Director of Region 4 of the International Institute of Municipal Clerks.

Mayor Jamie Etheridge spoke briefly and commended all of our City Clerks for the jobs being done by them and of what a good City Clerk means to a City.

Motion was made, seconded and so carried to dispense with the reading of the minutes of the last meeting since copies had been sent to all of the District Directors prior to this meeting.

Carolyn Monzingo gave the Treasurer's Report as follows:

BALANCE ON HAND - APRIL 19, 1977:

In Checking Account -----	\$ 1,975.04
Certificate of Deposit -----	127.15
Total:	<u>\$ 2,102.19</u>
Paid for Breakfast 4/19/77-----	193.20
	<u>\$ 1,908.99</u>

DUES COLLECTED:

110 Members @ \$10.00 Each -----	1,100.00
	<u>\$ 3,018.99</u>
Postage - Dues Notices -----	32.50
	<u>\$ 2,986.49</u>

Mrs. Dot Harris of Selma was appointed to the Membership Committee.

The District Directors reported briefly on having held a meeting or two with the clerks in their district since our last Associational Meeting. The reports were good and our President urged all of the Directors to try and do this even more often.

At this time Mary introduced our Luncheon speaker, Mrs. Iola Stone, City Clerk and Finance Officer of Elberton, Georgia and the Director of Region IV, International Institute of Municipal Clerks. Mrs. Stone has been City Clerk of Elberton since 1963 and served on the IIMC Education Committee for 4 years, having chaired this committee for two of these years. This is her first term as Director. Mrs. Stone came to speak to our Association about the Certification Program under IIMC. At the present time there are only 3 certified City Clerks in Alabama. Mrs. Stone called to our attention that in Acts 19 it is recorded that the Town Clerk appeased the people at Ephesus. So you can see we have been around for quite some time. Mrs. Stone pointed out that the Certification adds prestige, job security and often times salary increases to our profession, and she stressed that we are professionals.

Following this very interesting and enlightening talk by Mrs. Stone our president then called for reports from the Directors of our Districts, who had been in contact with the clerks about their interest in the matter of a Certification Program for our Association. Dr. Blitz has assured us of help in getting the program underway but he must be assured of at least 25 who will sign up to undertake the program. By show of hands there were at least 34 who were interested. There will be a registration of those interested and whether a 2½ day seminar twice a year is desired or whether a one week seminar would be more desirable. This will be done during the afternoon session of our Workshop. It was also noted that once the requirements for certification have been completed, that we request recognition through our Alabama League of Municipalities.

Jim Mason, Chairman of the By-Laws Committee, reported on the following recommended change in our By-laws:

ARTICLE 4: Officers and Term of Office.

The Director of each District is a member of the Executive Committee and a Co-Director to be elected in each district, who in the absence of the Director shall represent their district with all the rights and privileges accorded the Director. The President-elect may appoint any district members to act as Corresponding Secretary to serve at the pleasure of the President and perform various duties as assigned by the President.

They further recommend that we have 14 districts whereas we now have 12.

Motion by Gladys Prentice, seconded by John Nowell, and so carried that the By-laws be amended as recommended by our By-Laws Committee.

Our President appointed Gladys Prentice to serve as Chairman of the Committee to see about dividing up the districts that need division. Dot Henry and others will be asked to help Gladys with this undertaking.

There were no items of Old Business.

John Nowell made mention of the fact that we have many new clerks present for our meeting this year and we are happy over this. Our president thanked Mayor Jamie Etheridge for the nice article in the recent League Journal about City Clerks. Mary again expressed appreciation to Mrs. Stone for coming to speak to us, pointing out that this was our first time to have a representative from IIMC attend our meetings.

There being no further business to come before the Association, the meeting adjourned upon motion.

Respectfully submitted,

*Barbara Baggett*

BARBARA BAGGETTE  
Secretary



ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

MAY 15, 1978

The business meeting and annual breakfast of the Alabama Association of Municipal Clerks and Administrators convened in regular session on May 15, 1978, in the Conti Room of the Sheraton Inn in Mobile, Alabama, at 8:00 A.M.

The meeting was called to order by the President, Mary Potter. Mary welcomed everyone and we were all elated at the turnout, our largest ever, for our Clerk's Breakfast and Business Meeting.

James Wilson was then called on to ask our blessing.

Carolyn Mozingo gave the Treasurer's Report as follows:

Received from past Treasurer -----	\$ 1,908.99
Dues received as of May 15, 1978 ----- (114 paid members as of May 15, 1978)	1,140.00
Interest earned on Certificates of Deposit through 3/1/78 -----	35.87
Expenditures during 1977-78 year:	
Postmaster, Marion, Alabama (Stamps) -----	-32.50
Alabama Heart Association (Memorial Contribution, Albert Wilkerson Mary Potter's Father) -----	-25.00
Marion Publishing Company (500 letterheads; one receipt book) -----	-20.96
	<hr/>
BALANCE AS OF May 15, 1978:	\$ 3,006.40
	<hr/> <hr/>

Carolyn reminded us that it is now time to pay our annual dues, which are \$10.00 per year.

Mary reported that Mrs. Jean Perry is retiring after having served as City Clerk of Linden, Alabama, for 35 years and 9 months. A beautiful certificate was prepared for her and also a \$50.00 gift certificate from our Clerk's Association. Jean was not present but it will be sent to her.

Dr. Blitz reported briefly on the Accreditation Program for Certification of City Clerks. At the present time 17 people have signed up stating a definite interest in the program and at least 20 are needed to assure the University that we do want the program. Dr. Blitz thanked our president, Mary Potter, and Jamie Etheridge, President of Our Alabama League of Municipalities, for their cooperation with the University and all the workshops that have been held.

The following were then designated to serve as Directors of the various districts for the upcoming year:

DISTRICT NO. 1 Counties of Lauderdale, Colbert, Franklin, Marion, and Winston:  
James L. Sparks, City Clerk, 405 Watts Bar Street  
Sheffield, Alabama 35660

DISTRICT NO. 2 Counties of Lamar, Fayette, Pickens, Tuscaloosa, Green, Hales and Bibb:  
Clyde Shipley, City Clerk, P. O. Box 98  
Moundville, Alabama 35474

- DISTRICT NO. 3 Counties of Jefferson, Chilton, Shelby, Walker, Blount, and St. Clair:  
Milton Stuckey, City Clerk, P. O. Box 378  
Fultondale, Alabama 35068
- DISTRICT NO. 4 Counties of Coosa, Tallapoosa, Chambers, Talladega, Clay, Randolph, Cleburne, Calhoun, Etowah, and Cherokee:  
Harold Gordon, City Clerk  
Alexander City, Alabama 34010
- DISTRICT NO. 5 Counties of Lowndes, Butler, Crenshaw, Pike, Bullock, and Macon:  
Jimmy Floyd, City Clerk, P. O. Box 426  
Troy, Alabama 36081
- DISTRICT NO. 6 Counties of Washington, Clarke, Monroe, Conecuh, Wilcox, Choctaw, Sumter, Marengo, Perry, and Dallas:  
Dorothy D. Harris, City Clerk, P. O. Drawer L  
Selma, Alabama 36701
- DISTRICT NO. 7 Counties of Covington, Coffee, Geneva, Dale, Houston, Henry and Barbour:  
Carl W. Griffin, City Clerk, P. O. Box 1160  
Enterprise, Alabama 36330
- DISTRICT NO. 8 Counties of Mobile, Baldwin and Escambia:  
Iris Evans, City Clerk, 99 Lee Street  
Chickasaw, Alabama 36611
- DISTRICT NO. 9 Counties of Autauga, Elmore and Montgomery:  
Velma Gober, City Clerk, P. O. Box 480  
Wetumpka, Alabama 36092
- DISTRICT NO. 10 Counties of Lee and Russell  
Earl Tisdale, City Clerk, P. O. Box 511  
Auburn, Alabama 36830
- DISTRICT NO. 11 Counties of Lawrence, Morgan and Cullman:  
Sarah S. Kesecker, City Clerk, P. O. Box 390  
Hartselle, Alabama 35640
- DISTRICT NO. 12 Counties of Limestone, Madison, Jackson, Marshall, and Dekalb:  
Ruby C. Neeley, City Clerk, P. O. Box 308  
Huntsville, Alabama 35804

It was suggested that it would be good to have CO-directors for each District and the Directors were urged to choose someone to work with them. Tommie Rinehart, City Clerk, Oxford, Alabama, volunteered to serve as Co-Director of District 4.

The matter of re-districting was again discussed briefly but Gladys Prentice stated that they really did not have anything to report at this time. Mary requested that they work on this matter and try to come up with something when our Clerk's Workshop is held in Tuscaloosa in November.

Jack Bailey, City Clerk of Birmingham, noted the many new clerks who were present and welcomed them and urged them to join our Association. He also discussed briefly I I M C and told of his plans to attend the upcoming I I M C Conference to be held in New York City.

Iris Evans mentioned that she would like to see more of our Alabama Activities mentioned in the I I M C bulletins. There has been some information in the bulletins recently and Mary stated that we will try to get more printed in them in the future.

At this time Mary presented to those having served the past year as officers of the Alabama Association of Municipal Clerks and Administrators a certificate of Appreciation for distinguished service and noting the office they held.

Barbara Timothy then presented the following list of nominations for new officers to serve our Association for the upcoming year:

- PRESIDENT ----- John Nowell
- VICE-PRESIDENT ----- Earl Tisdale
- TREASURER ----- Carolyn Mozingo
- SECRETARY ----- BARBARA Baggette

Mary asked for any other nominations from the floor. Iris Evans made a motion, seconded by Bettie Scott, and so carried, that the nominations be closed.

It was our privilege to have our League President, Jamie Btheridge, present with us and at this time Jamie installed the incoming officers.

Mary then turned the gavel over to the new president and wished for him and our Association a good year.

John's first order of business was to request permission to present a gift of appreciation to Mary for having served so capably as our president for the past two years. Motion was made, seconded and so carried that this be done. John then presented to Mary a beautiful silver necklace and stick pin in appreciation for having served so well as our president.

Mr. Ben Swindle of our State Agency for Social Security was present and recognized at this time. He urged all of us to write our Senators and Congressmen requesting that they support bills under consideration which would keep the Federal Social Security from requiring that monthly Social Security Deposits be made. He also mentioned that area meetings will be held to explain the new procedures coming up on the Federal W-2 Reporting.

Business concluded, the meeting adjourned upon motion.

Respectfully submitted,

*Barbara Ann Baggette*  
 \_\_\_\_\_  
 BARBARA ANN BAGGETTE  
 Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

NOVEMBER 16, 1978

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 16, 1978, at the University of Alabama, in Tuscaloosa, Alabama.

The meeting was called to order by the President, John Nowell. The President then introduced the head table which was composed of the officers of our Association and our honored guest, Mr. Rex Layton, President of the International Institute of Municipal Clerks. Barbara Baggette was then called on to ask our blessing and delicious luncheon was enjoyed by everyone.

Our president then recognized Jack Bailey of Birmingham who introduced Rex Layton to us. Mr. Layton is City Clerk of Los Angeles, California, and during his tenure as president of IIMC the membership has now doubled. It was indeed an honor for us to have Mr. Layton with us and at this time he did the honor of presenting to Richard Smith, City Clerk of Mobile, his Plaque of Certification, with Richard having completed all the requirements for being so recognized.

Mr. Layton then spoke to us briefly and told us more about IIMC and how it works to help us as City Clerks better understand our jobs and do them in a more efficient manner. Following his brief talk John Nowell, our President, presented him with several mementoes of his visit to Alabama from both the University of Alabama and University of Auburn, and expressed our deepest appreciation to him for having taken time from his busy schedule to come and meet with us.

Our President thanked the Planning Committee for the fine job they did in Planning our Institute this year and then called for a motion to dispense with the reading of the minutes of the last meeting since copies had been sent to all of the District Directors prior to this meeting. Motion was so made by Mary Potter, seconded and so carried.

Carolyn Mazingo gave the following Treasurer's Report:

BALANCE ON HAND as of May 15, 1978 -----	\$ 3,006.40
DUES RECEIVED:	
(158 Paid Members @ \$10.00 Each) -----	1,580.00
INTEREST ON CERTIFICATES OF DEPOSIT (6 Months) ---	73.24
	<hr/>
TOTAL MONIES	\$ 4,659.64

DISBURSEMENTS:

5/15 Jean S. Perry (Retirement Gift) -----	\$ 50.00
5/15 Sheraton Inn (Clerk's Breakfast) -----	362.10
6/1 Mickleboro's (Outgoing President's Gift)	22.53
7/18 U. S. Postmaster (Stamps) -----	11.00
7/18 CITY OF MARION (Stamped Envelopes) -----	56.00
9/6 JOHN B. NOWELL (Lunch - City Clerk's Planning Meeting)	

TOTAL DISBURSEMENTS: \$ 559.73

BALANCE ON HAND 11/15/78 \$4,099.91

Prior to Carolyn's Report there was one item on which approval was needed, this being approval of reimbursement to John Nowell for payment of the lunch at the Clerk's Planning Meeting. In previous years Mr. Watkins of our League has picked up the tab on this but it was felt that since we are stable financially and Mr. John operates on a pretty tight budget that we should take care of this ourselves. Thus, a motion was made by John Newberry, seconded by Mary Potter and so carried that our president be so reimbursed in the amount of \$58.10 for this expenditure.

John noted that the Committee had met to discuss the Certification Program on November 1st in Jack Bailey's office in Birmingham. Present were Dr. Blitz, Jack Bailey, Sarah Mayes, Velma Gober, Gladys Prentice, and John Nowell. Dr. Blitz had worked up a Plan of Implementation and Training Schedule for the Alabama Certified Municipal Clerks Program. Everyone present was given a copy of the plan and a copy is hereto attached to these minutes. Dr. Blitz commented briefly on the report and then John Newberry made a motion, seconded by Jack Bailey and so carried that the report be duly adopted and that the President appoint an Education Committee to further pursue the matter. The committee will meet twice a year and the following were appointed to so serve on this committee:

RICHARD SMITH, Chairman  
MARY POTTER  
VELMA GOBER  
CARL GRIFFIN

JACK BAILEY  
EARL TISDALE  
GLADYS PRENTICE  
JAMES WILSON

John Nowell noted that Mary Potter is Membership Chairman for our clerks to join IIMC and she urged those present who were not members to join up.

It was noted that originally the 1981 I I M C Convention was scheduled to be held in Birmingham but since the membership has increased so much they cannot accomodate them there. Thus, it is being moved to Atlanta and it was suggested that we join with the Georgia or Atlanta Group to fund host one night or whatever is practical and reasonable. Thus, a motion was made by John Newberry, seconded by Mary Potter and so carried that we do our part in helping to host the IIMC 1981 Convention in Atlanta by funding one night or whatever is deemed practical and reasonable. Our president then appointed the following to serve on a committee to talk with the Georgia Group and the following appointed are all certified Municipal Clerks who have attended meetings:

CARL GRIFFIN, Chairman  
JOHN NEWBERRY

JACK BAILEY  
RICHARD SMITH

The matter of implementing our Alabama Certification Program at the University of Alabama was discussed further. There is a \$150.00 application fee required and at least 20 participants to make it worthwhile. Thus, Carl Griffin made a motion, seconded by Bettie Scott, and so carried that we as an Association underwrite up to a Maximum of \$500.00 as needed to make up any difference or whatever in getting the program started.

Velma Gober was then recognized and presented a report from the Redistricting Committee. The committee had met in John Nowell's office in Opelika and a copy of their presentation is attached hereto as a part of these minutes. Milton Stubkey was appointed as Director of the new district, #13 which is Jefferson County by itself. Other Counties were changed up and the chairmans of each District were read out. Directors are needed for districts #3, #4 and #5. It was urged that the Districts hold meetings during the year.

Mary Potter then made a motion, seconded by Earl Tisdale, and so carried that the Plan for Redistricting as presented by the Committee be so adopted.

Dr. Coy Hollis, Assistant Dean of Division of Continuing Education, the University of Alabama, was recognized and appreciation expressed to Dr. Hollis, Dr. Blitz, Joe Gelwix, and the University of Alabama for another good Municipal City Clerks Training Institute.

Business concluded, the meeting adjourned upon motion.

Respectfully submitted,

Barbara Ann Baggett  
BARBARA ANN BAGGETTE

Secretary

# ALABAMA CERTIFIED MUNICIPAL CLERKS PROGRAM

## Plan of Implementation

1. The Certification Program requires 100 contact hours to be divided equally over a three year period. Other states have used one of two patterns of meetings: some states conduct one 1-week meeting each year and some states conduct two 2½-day meetings each year. A survey of Alabama city clerks showed a preference for two 2½-day meetings per year for a three year period.

The program has been designed so that clerks may enter the program at any time, but must complete the specified six phases of the program so that all clerks completing the program will have covered the same material.

## TRAINING SCHEDULE FOR EACH 2½-DAY PHASE

### First Day

9:30 - 10:00	Welcome and Orientation
10:00 - 12:00	Session
12:00 - 1:30	Luncheon
1:30 - 3:30	Session
3:30 - 5:00	Session

Contact hours 5.5

### Second Day

8:00 - 10:00	Session
10:15 - 12:15	Session
12:15 - 1:30	Luncheon
1:30 - 3:30	Session
3:30 - 5:00	Session

Contact hours 7.5

### Third Day

8:00 - 10:00	Session
10:00 - 12:00	Session
12:00 - 1:00	Evaluation

Contact hours 4.0

Total Contact Hours 17.0

2. Each institute session will consist of a one hour presentation and one hour of discussion. This format may vary with specific sessions, but the overall goal will be met.
3. Institutes will be held at The University of Alabama. The specific time during the year when each phase will be held will be determined by the Education Committee of the Alabama Association of Municipal Clerks and Administrators and The University of Alabama.
4. Present plans are for the Institute to be financed by fees paid by participants. However, The University of Alabama will explore the possibility of obtaining external funding to reduce the costs to the participants. The University estimates that, without external funding, a minimum of twenty participants is required. If a particular 2½-day meeting fails to attract that number of participants, the meeting will be rescheduled.
5. The final activity of each 2½-day phase will be a written evaluation of the substance of the program and the method of presentation of the material. The Education Committee of the Alabama Association of Municipal Clerks and Administrators and The University of Alabama will review these evaluations after each phase of the Institute and make appropriate program modifications. The entire three year plan for certification will be evaluated by the Education Committee and The University at least once each year.
6. The program will be staffed by University faculty, experienced city clerks, staff from Alabama League of Municipalities, and other government officials where appropriate. When city clerks are used, preference will be given to Certified Municipal Clerks.



FIRST YEAR

Phase I

Public Administration

Municipal Law - Powers of Municipalities.  
Introduction to Public Administration.  
Budget Preparation.  
Program Evaluation.

Social and Interpersonal Concerns

Introduction to Communication.  
Municipal Public Relations.  
Citizen Participation.

Electives

Contemporary Administrative Problems.  
Interpretation of Municipal Financial Statements.

Phase II

Public Administration

Statutory Duties of the City Clerk.  
Budget Execution.  
Time Management.  
Intergovernmental Relations - Federal Programs.

Social and Interpersonal Concerns

Communications Feedback - How to Listen.  
The Role of the City Clerk.  
Human Relations - Techniques of Interviewing.

Electives

Contemporary Administrative Problems.  
Effective Written Communications.

SECOND YEAR

Phase I

Public Administration

Municipal Law - Legal Limitations on City Clerk (Ethics and Tort Liability).  
Basic Problem Solving.  
Productivity.  
Urban Planning - Basic Studies.

Social and Interpersonal Concerns

External Communications.  
Human Relations - The Problem of Human Expectations.  
Ethics For The City Clerk.

Electives

Contemporary Administrative Problems.  
Municipal Elections.

Phase II

Public Administration

Legal Aspects of Growth Management.  
Urban Planning - Implementation.  
Decision Making.  
The Personnel System.

Social and Interpersonal Concerns

Communications in Small Groups.  
Management: A Behavioral Approach.

Electives

Contemporary Administrative Problems.  
Accounting Workshop I.  
Accounting Workshop II.

THIRD YEAR

Phase I

Public Administration

Management of Change.  
Personnel Management - Employee Relations.  
Intergovernmental Relations - Grant Administration.  
Intermediate Problem Solving.

Social and Interpersonal Concerns

Human Relations - Motivation.  
Coping with Stress.

Electives

Contemporary Administrative Problems.  
Accounting Workshop III.  
Records Management.

Phase II

Public Administration

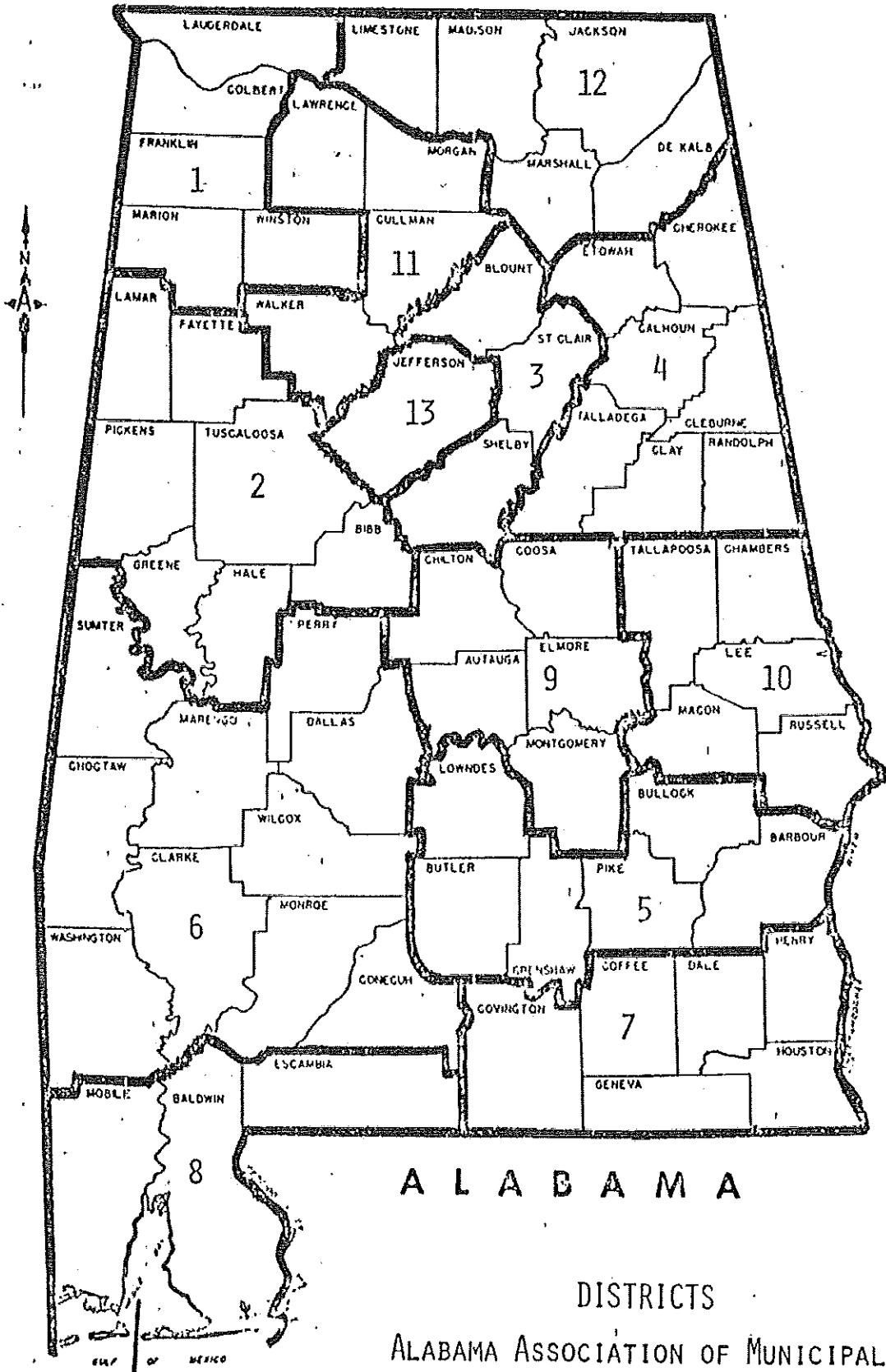
Leadership.  
Administrative Organization.  
Intergovernmental Relations - State Programs.  
Municipality and Other Public Sector Local Governments.

Social and Interpersonal Concerns

Policy Formulation and The City Clerks.  
Policy Analysis and The City Clerk.

Electives

Contemporary Administrative Problems.  
Parliamentary Procedure, (including use of agendas and minutes).  
Introduction to Municipal Use of Computers.



# ALABAMA

## DISTRICTS ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

(OVER)

— County Boundary  
 - - - District Boundary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

DISTRICT ORGANIZATION, NOVEMBER 16, 1978

(Prepared by Redistricting Committee; Velma Gober, Chairman)

<u>District &amp; Counties</u>	<u>Number of Municipalities</u>	<u>District &amp; Counties</u>	<u>Number of Municipalities</u>
<b>DISTRICT 1:</b>		<b>DISTRICT 7:</b>	
Colbert	6	Coffee	4
Franklin	5	Covington	14
Lauderdale	7	Dale	10
Marion	8	Geneva	8
Winston	5	Henry	4
TOTAL: (5 Counties)	<u>31</u>	Houston	11
		TOTAL: (6 Counties)	<u>51</u>
<b>DISTRICT 2:</b>		<b>DISTRICT 8:</b>	
Bibb	3	Baldwin	10
Fayette	4	Escambia	5
Green	3	Mobile	9
Hale	4	TOTAL: (3 Counties)	<u>24</u>
Lamar	6		
Pickens	6	<b>DISTRICT 9:</b>	
Tuscaloosa	4	Autauga	3
TOTAL: (7 Counties)	<u>30</u>	Chilton	4
		Coosa	2
<b>DISTRICT 3:</b>		Elmore	4
Blount	10	Montgomery	2
Shelby	10	TOTAL: (5 Counties)	<u>15</u>
St. Clair	11		
TOTAL: (3 Counties)	<u>31</u>	<b>DISTRICT 10:</b>	
		Chambers	4
<b>DISTRICT 4:</b>		Lee	3
Calhoun	8	Macon	3
Cherokee	4	Russell	2
Clay	2	Tallapoosa	7
Cleburne	4	TOTAL: (5 Counties)	<u>19</u>
Etowah	12		
Randolph	4	<b>DISTRICT 11:</b>	
Talladega	9	Cullman	8
TOTAL: (7 Counties)	<u>43</u>	Lawrence	4
		Morgan	8
<b>DISTRICT 5:</b>		Walker	11
Barbour	5	TOTAL: (4 Counties)	<u>31</u>
Butler	3		
Bullock	2	<b>DISTRICT 12:</b>	
Crenshaw	6	DeKalb	15
Lowndes	4	Jackson	9
Pike	4	Limestone	5
TOTAL: (6 Counties)	<u>24</u>	Madison	6
		Marshall	6
<b>DISTRICT 6:</b>		TOTAL: (5 Counties)	<u>41</u>
Choctaw	5		
Clarke	5	<b>DISTRICT 13:</b>	
Conecuh	3	Jefferson	34
Dallas	2	TOTAL: (1 County)	<u>34</u>
Marengo	8		
Monroe	5	<b>TOTALS:</b>	
Perry	2	AAMCA Districts	13
Sumter	6	Counties	3
Washington	3	Municipalities	418
Wilcox	5		
TOTAL: (10 Counties)	<u>44</u>		

(OVER)

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

MAY 15, 1979

The Alabama Association of Municipal Clerks and Administrators convened in regular session on May 15, 1979, in the Hilton Hotel in Huntsville, Alabama, at 8:00 A.M.

The meeting was called to order by the President, John Nowell. John welcomed everyone and then called on Barbara Baggette to ask our blessing.

After a delicious breakfast was enjoyed John then introduced the head table and especially welcomed a good number of new clerks to our meeting.

A Proclamation signed recently in Governor Fob James' Office proclaiming the week of May 13-19 as Municipal Clerk's Week was then read by our President.

Carolyn Mozingo gave the following Treasurer's Report:

Period covered: November 16, 1978 to May 11, 1979:

BALANCE ON HAND -----	\$ 4,099.91
DUES RECEIVED -----	40.00
INTEREST - 6 Mos. Certificate of Deposit -----	75.26
	<hr/>
	\$ 4,215.17

PAID OUT:

11/16/68 to I.I.M.C. for Certification Training -----	\$ 150.00
12/14/78 Motel Expense for Rex Layton President of I.I.M.C. -----	36.04
TOTAL PAID OUT -----	\$ 186.04

BALANCE IN TREASURY -----	\$ 4,029.13
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Carolyn also reported that we now have 161 paid members in our Alabama Association of Municipal Clerks and Administrators.

Jack Bailey commented briefly on the C M C Program. Then a motion was made by Judith Key, seconded by Elizabeth Hughes that we send Dr. Blitz to the 33rd IIMC Annual Conference in Bal Harbour, Florida, May 20-24, 1979. Jack Bailey spoke briefly to the motion explaining that included in the conference is a special institute for Directors and since we are just beginning our CMC Program it was felt that this would be most beneficial to Dr. Blitz, without whose help we would never have seen our long term dream of a CMC program becoming a reality. Motion was then unanimously approved that Dr. Blitz attend the Conference with the Association paying his expenses.

Jack Bailey then reminded everyone that our first 2½ day session for our CMC Program will be June 6, 7 & 8 at the University of Alabama. The program has been approved and we truly want to make this our first session successful.

Dr. Blitz then spoke briefly about the program. The registration fee is \$50.00 and 20 participants are needed. Richard Smith is Chairman of the Educational Committee and other members were named. Five of these were in attendance at this meeting. IIMC requirements were discussed briefly and Dr. Blitz stressed the fact that all sessions during the 2½ days must be

attended and an attendance record will be kept.

Everyone in attendance agreed that we owe a deep debt of gratitude to Dr. Blitz for all his work in making our CMC Program a reality.

Dr. Blitz had told us that as of this date the Grant money had not been received but that if 20 attend then they plan to go ahead and proceed with the program as planned.

Earl Tisdale made a motion, seconded by Bettie Scott and so carried reaffirming the fact that if the necessary 20 participants do not materialize that the Association underwrite and make up any monetary deficiencies from our Treasury.

Mr. Ben Swindle was recognized and encouraged all of us to write letters to our Senators and Congressmen requesting that they support further bills now under consideration pertaining to Monthly Social Security Deposits. Mr. Swindle also introduced Art Sabo, a new field representative. He also requested that copies of our letters be sent to him.

Our President noted that Joe Gelwix is now retired and said he felt it most appropriate that our Clerk's Association express our deep appreciation to Col. Joe. Thus he called on Earl Tisdale who read the following resolution:

R E S O L U T I O N

WHEREAS, on March 31, 1979, Joe Gelwix retired from his position as Coordinator of Government Employees Training, in the Division of Continuing Education, of the University of Alabama, and

WHEREAS, during his ten years in this capacity, Joe Gelwix rendered invaluable service to the Alabama Association of Municipal Clerks and Administrators, by the organization of conferences, seminars, and workshops, by the provision of outstanding support services for such meetings, and by his willing and enthusiastic assistance at all times to the members of the Association, both collectively and individually, and

WHEREAS, the Association wishes to express its deep gratitude to Joe Gelwix for his outstanding contributions to the Association and to the quality of Municipal government in Alabama,

NOW, THEREFORE, BE IT RESOLVED by the Alabama Association of Municipal Clerks and Administrators that the Association extend to Joe Gelwix its sincere appreciation for his many years of service and its best wishes for his continued health, happiness and prosperity in retirement, and

BE IT FURTHER RESOLVED that Joe Gelwix be, and he hereby is, elected an Honorary Member in Perpetuity of the Alabama Association of Municipal Clerks and Administrators, and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of the Association and that copies be presented to Joe Gelwix and the news media.

ADOPTED by the Alabama Association of Municipal Clerks and Administrators in Congress assembled at Huntsville, Alabama, this 15th day of May, 1979.

JOHN NOWELL  
President

EARL TISDALE  
Vice-President

BARBARA ANN BAGGETTE  
Secretary

Earl Tisdale then moved for adoption of resolution. Motion seconded by John Newberry and carried unanimously.

New clerks then introduced themselves.

John Newberry then presented the following nominations for officers of our Association as recommended by the Nominating Committee:

PRESIDENT	-----	Earl Tisdale
VIC-PRESIDENT	-----	BARBARA BAGGETTE
SECRETARY	-----	CAROLYN MOZINGO
TREASURER	-----	VELMA GOBER

Bettie Scott made a motion, seconded by John Newberry and so carried that the nominations be closed and these officers duly elected.

John then presented Certificates of Appreciation to the Officers having served the past year and called on Mayor Jamie Etheridge to install the new officers. Mayor Etheridge in installing the new officers commended all City Clerks and expressed deep appreciation for the job they do.

John then expressed appreciation for having had the privilege of serving as president and thanked Dr. Blitz and Joe Gelwix for all their help and then turned the meeting over to the new president, Earl Tisdale.

Earl stated that he felt most honored to be elected to serve as the President of our Association and would do his best to prove himself worthy of this trust.

His first official act was to present to John Nowell, the outgoing president, a beautiful Plaque with a Gavel attached thereto with John's name on it in appreciation of having served as our 1978-79 President.

Earl then called for a motion that the plaque be paid for out of our Treasury. Motion was made, seconded and so carried that this be done.

Earl then stated the following as some objectives for his tenure as our president:

1. Support our CMC Program.
2. Appoint a committee to study our constitution and see if any changes are needed.
3. Work toward Standardized Audit Report (Committee to check).
4. Monthly Newsletter.
5. Work for largest attendance at November Meeting.
6. As President seek to visit in all Districts, requested that he be invited to District Meetings and he will try to attend.

Business concluded, John Nowell moved for adjournment. Motion seconded by John Newberry and so carried.

Respectfully submitted,

*Barbara Ann Baggett*  
 \_\_\_\_\_  
 BARBARA ANN BAGGETTE  
 Secretary



ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

November 15, 1979

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 15, 1979, at the University of Alabama in Tuscaloosa, Alabama.

The meeting was presided over by the President, Tyron E. Tisdale. Following the invocation by Barbara Baggette, lunch was served.

Introduction of the headtable followed which was composed of officers of the Association as well as our honored guests: Mr. Louis S. Hudgins, CMC, President of the International Institute of Municipal Clerks and Mr. John F. Watkins, Executive Director, Alabama League of Municipalities. Also recognized were Mrs. Iola Stone, CMC, Director of Region IV, IIMC, Elberton Georgia and Branson Gaylor, CMC, President of the Georgia Association of Municipal Clerks, Rome, Georgia.

Mr. Hudgins has served as City Clerk of Norfolk, Virginia for twenty-one years. As luncheon speaker, he stressed the various duties of the Clerk and the importance of our role in Government in outlining the topic, "Municipal Clerk in the Future".

Mr. Hudgins commended the Alabama IIMC Membership Committee, Mrs. Mary Potter and Mrs. Sarah Mays for their accomplishments in increasing Alabama membership in IIMC from 70 to 108 members since April, 1979. He also issued a special invitation to Alabama Clerks to the IIMC Conference scheduled May 19-23 in Toronto, Canada.

Following Mr. Hudgins' brief presentation, Earl Tisdale, our President and John Watkins, League Director, presented him with various remembrances of his visit to Alabama, consisting of mementoes from University of Alabama and the University of Auburn. Mr. Hudgins was also presented an official certificate from the office of Governor Fob James which named him as a honorary citizen of the State of Alabama.

Mr. Hudgins, in return, presented our State President, Earl Tisdale with a Norfolk pewter cup originally designed by Thomas Jefferson and bearing the City seal and mace of Norfolk, Virginia.

Our President expressed his deepest appreciation to Mr. Hudgins for having taken the time from his busy schedule to honor the clerks of Alabama with his presence at our annual meeting.

In order to transact the business at hand, our President called the meeting to order and then asked for a motion to dispense with the reading of the minutes of the last meeting as copies had been mailed to all District Directors prior to this meeting. Motions were so made, and carried.

Velma Gober, Treasurer gave the following report:

Period covered: May 12, 1979 through November 13, 1979

BALANCE ON HAND AS OF MAY 12, 1979 -----	\$3,802.02
DUES RECEIVED -----	<u>1,820.00</u>
TOTAL MONIES -----	\$5,622.02

DISBURSEMENTS:

Dr: Frank Blitz (1979 IIMC Conference)-----	298.64
Stamps-----	37.35
Craftsman Printers (Stationary)-----	60.06
Elite Cafe - Montgomery (Lunch for Planning Committee)-----	103.36

TOTAL DISBURSEMENTS ----- \$ 499.41

BALANCE ON HAND, NOVEMBER 13, 1979 ----- \$5,122.61

Our Treasurer also noted that membership in the Alabama Association of Municipal Clerks and Administrators now totaled 182 which is the highest membership since the Association's organization.

Mrs. Iola Stone, on behalf of the Clerks of the State of Georgia issued a special invitation to the Alabama Clerks to attend the 1981 Conference of the International Institute of Municipal Clerks scheduled for May 17 - 22, 1981, at the Peachtree Plaza, Atlanta, Georgia.

John Newberry, Chairman of the 1981 Conference Committee, reported that all Alabama Clerks would be requested to assist in some manner in helping to host the 1981 Conference in Atlanta.

Our President asked for a Committee Report from Barbara Baggette, Chairman of the "Name the Newsletter" Committee at which time, she announced that the name, Clerk's Chatter had been selected for the monthly publication. Mary Potter moved that this name be adopted. Motion was seconded by John Newberry and on a vote, so carried.

Our President mentioned the possibility of an amendment to the Association's Constitution and Bylaws to enable the appointment of State Officers at large rather than appointment from District Directors' positions. This will be discussed at the May business meeting.

Persons who have attended at least five annual Training Sessions together with those attending ten annual sessions were then honored with certificates of Achievement from the University of Alabama which were presented by John Watkins, League Director.

All clerks were reminded of the annual conference of the Alabama League of Municipalities scheduled for May 10-13 in Birmingham and urged to attend.

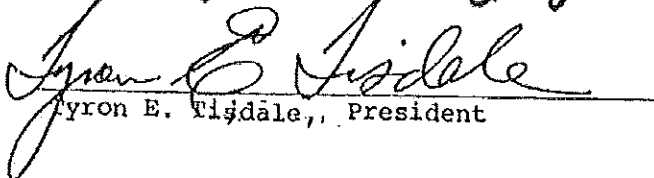
Our President commended those persons connected with the University of Alabama Department of Continuing Education and also expressed his appreciation for their efforts in the success of the fourteenth annual session.

Dr. I. Franklin Blitz, Bureau of Public Administration, University of Alabama, then presented University paperweights to Mrs. Iola Stone and Branson Gaylor and our President expressed his appreciation in their attendance at our annual conference.

Business concluded, the meeting adjourned.

Respectfully Submitted,

  
Carolyn R. Mozingo, Secretary

  
Byron E. Tisdale, President

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

May 13, 1980

The Alabama Association of Municipal Clerks and Administrators convened in regular session on May 13, 1980, in the Pacific Room of the Birmingham Hyatt House, Birmingham, Alabama at 8:00 A.M.

The meeting was called to order by T. Earl Tisdale, President. Introduction was made of the head table, clerks attending for the first time and special recognition to Sarah Mays, who recently attained the distinction of CMC. Barbara Baggett was requested to give the invocation.

Following breakfast, the meeting was declared to be in session for business and request made for the reading of previous minutes. Carolyn R. Mozingo, Secretary declared that a copy of the minutes had been mailed to each member of the Association and so moved that the minutes be accepted. Motion was seconded by Grady Ellison, Fairfield and upon a call of vote, was unanimously approved.

In the absence of Treasurer Velma Gober, the President gave the following report:

Balance on Hand, May 10, 1979.....	\$5,112.61
Dues Received .....	570.00
Interest received on Certificates of Deposit....	<u>179.31</u>
	\$5,861.92
Expenditures: Ramada Inn .....	299.50
Stamps .....	<u>17.55</u>
	317.05
Balance on Hand, May 12, 1980	<u>5,544.87</u>

The President reported that the 1981 IIMC Annual Conference will be held in Atlanta, Georgia with Alabama Clerks co-hosting the conference. The Committee appointed to work with the Georgia Committee in planning the Conference was asked to have a report ready to present at the November meeting.

Education Committee Chairman, Jack Bailey discussed the CMC status obtained through IIMC. Completion of the CMC program is an attainment of professionalism for the City Clerk and can only be derived through years of experience and educational requirements. Jack discussed the criteria involved in becoming a CMC and also elaborated on the point system.

Dr. Franklin Blitz, University of Alabama, reported that the CMC Program, now in its second year, has been a tremendous success with twenty-seven clerks already having completed four sessions and fifty-four having completed one or more sessions.

As a part of his last official act as President of the Association, Earl briefly outlined the status of his goals as set forth in May, 1979 as incoming President.

- (1) The Association has supported the IIMC Certification Program as evident by the number of participants in the CMC Program.

- (2) A committee was appointed to study our constitution and proposed changes.
- (3) A newsletter was published for ten out of twelve months of the last year.
- (4) Membership has increased in the Association from 161 to 222 this past year with the largest attendance ever at the 1979 annual November training session.
- (5) A committee was appointed and are still working with Certified Public Accountants Association on standardized audit reports and charts of accounts.

Our President announced that Jackson B. Bailey, CMC, City of Birmingham had been elected to fill the vacancy in the office of Director, Region Four. This vacancy was created with the election of Iola Stone, CMC, Elberton, Georgia to the office of 5th Vice President, IIMC.

It was announced that the unexpired term as Region Four Director would expire in May, 1980; therefore a Resolution was introduced nominating Jack Bailey to a full term as Director, Regional IV for the election of May 23, 1980. Motion was made by Sarah Mays, Pleasant Grove; seconded by Grady Ellison, Fairfield, and on a call of vote, unanimously passed that Resolution be adopted. (Copy attached to Minutes.)

Our President announced that May 10-16, 1980, had been proclaimed as "Municipal Clerk's Week" and Alabama was the first known State this year to issue proclamation, signed by Governor Fob James.

In the absence of the Chairman, Iris Evans, Chickasaw, the President made a report of the Constitution Review Committee. Copies of proposed changes were distributed to each Association member prior to the meeting and proposed changes relate to Article IV and VII. Bettie Scott, Pell City moved that the proposed changes be accepted and adopted; Margaret Newton, Odenville, seconded the motion which on a vote, carried unanimously. (Copy of Amendment to the Constitution attached to the Minutes of this meeting.)

Appreciation was expressed to Jack Bailey for the hospitality shown the Clerks by the City of Birmingham.

Earlier the President had requested election from each District of their Directors; however, several districts still lack District Directors. Norma Willis announced that District IV had elected Martha Elrod, Gadsden, as its Director. The President then announced that the Constitution gave authority to the president to appoint Directors in the Districts where they had not been elected.

In the absence of Chairman of the Nominating Committee, Mary Potter, Saraland, nomination of new officers were announced by the President. Those are as follows:

President .....	Barbara Baggett, Daphne
Vice President.....	Carolyn R. Mazingo, Marion
Secretary .....	Norma Willis, Ashland
Treasurer .....	Bettie Scott, Pell City
Past President.....	Earl Tisdale, Auburn

Nominations were opened from the floor, and as they were none, Judith Key, Weaver, moved that the slate of officers be accepted. Motion was seconded by Gladys Prentice, Leeds and on a vote, unanimously approved.

As a token of appreciation to outgoing officers, district directors and others who had worked diligently in the Association, the President presented Certificates of Appreciation. He then requested Mayor Victor Guarisco, Daphne to install

the new officers, and prior to turning the President's gavel over to Barbara, he dissolved all committees.

Following the installation of officers, President Barbara, as her first official act, presented a Plaque to the outgoing President, Earl Tisdale. The wooden plaque on which rested a gavel bore the following inscription, "Alabama Association of Municipal Clerks and Administrators", "Tyron Earl Tisdale, CMC, President 1979-1980, A Job Well Done".

The president then requested official motions to expend monies from the Treasury to pay for plaque at which time, Mary Largin, Columbiana moved that this be so authorized. Motion was seconded by Willie Mae Dennis, Pelham and on a vote, carried unanimously.

In her acceptance speech, the new President presented several moments of nostalgia elaborating on the progress of the Association since its organization in November, 1970, and remembering several clerks who had been an inspiration in the Organization.

Committee appointments were then presented as follows:

Education Committee: James Wilson, CMC, Florence - Chairman  
Betty Benson, Madison  
Don Howell, Tarrant  
Velma Gover, Wetumpka  
Barbara Baggette, Daphne - Ex-officio Member  
Carolyn R. Mozingo, Marion - Ex-officio Member

1981. Conference Committee: Carolyn R. Mozingo, Marion - Chairman  
Earl Tisdale, Auburn  
Jack Bailey, Birmingham  
Mary Potter, Saraland

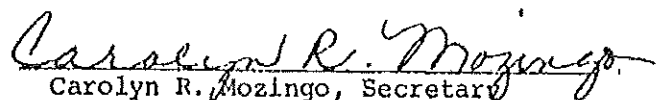
Newsletter Committee: Dan Tunmire, Hueytown - Editor  
Earl Tisdale, Auburn - Co-Editor  
Sarah Mays, Pleasant Grove, - Chairman

Directors of each district were requested to submit material to Sarah for the newsletter, Clerk's Chatter.

The President mentioned that with many projects planned for the incoming year, a budget should be prepared. At this time, she requested the officers of the Association to serve as the Budget Committee.

There was no more official business to come before the Association, therefore, Judith Keys moved for adjournment. Dan Tunmire seconded the motion which carried.

Respectfully submitted,

  
Carolyn R. Mozingo, Secretary

  
Barbara Baggette, President

COMMITTEES APPOINTED AT ANNUAL MEETING, May 13, 1980:

1. EDUCATION COMMITTEE:

JAMES WILSON, CMC, FLORENCE, AL.  
Chairman  
BETTY BENSON, MADISON, AL.  
DON HOWELL, TARRANT, AL.  
VELMA GOBER, WBTUMPICA, AL.  
CAROLYN MOZINGO, MARION, AL.  
BARBARA BAGGETTE, DAPHNE, AL.

2. 1981 ATLANTA IIMC CONFERENCE COMMITTEE:

CAROLYN MOZINGO, MARION, AL.  
CHAIRMAN  
EARL TISDALE, AUBURN, AL.  
MARY POTTER, SARALAND, AL.  
JACK BAILEY, BIRMINGHAM, AL.

3. NEWSLETTER: "CLERK'S CHATTER" COMMITTEE:

SARAH MAYS, PLEASANT GROVE  
Chairman  
EARL TISDALE  
DAN TUNMIRE

(Dan as Editor and Earl as Co-editor)

4. BUDGET COMMITTEE:

OFFICERS OF ASSOCIATION:

BARBARA BAGGETTE, President  
CAROLYN MOZINGO, Vice-President  
NORMA WILLIS, Secretary  
BETTIE SCOTT, Treasurer  
EARL TISDALE, Immediate Past President

ALABAMA ASSOCIATION of  
MUNICIPAL CLERKS and  
ADMINISTRATORS

AMENDMENT TO THE CONSTITUTION

I. Article IV is amended to read as follows:

ARTICLE IV

OFFICERS AND TERM OF OFFICE

1. OFFICERS.

The officers of the organization shall consist of a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall be elected by the membership at the Annual General Meeting during the convention of the Alabama League of Municipalities. Officers so elected shall be installed immediately following election and shall serve for a term of one year, or until their successors have been duly elected and installed.

2. EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the elected officers, the Immediate Past President, and a number of Directors chosen as described in Section 3 below. The Executive Committee shall conduct the routine business of the organization except for matters that require a vote of the general membership. The President shall serve as the Chairman of the Executive Committee.

3. DIRECTORS.

The state of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Municipal Clerks in each District shall, prior to each Annual General Meeting, elect a Director for that District, who shall assume office at the Annual General Meeting for a term of one year. In event a District fails to elect a Director, the President shall appoint a Director to serve that District until the next Annual General Meeting.

II. Article VII is amended to read as follows:

ARTICLE VII

DUES

Membership dues shall be \$10.00 per annum for each member, due and payable at the Annual General Meeting during the convention of the Alabama League of Municipalities, for the period from that meeting till the next Annual General Meeting.

ADOPTED by the Alabama Association of Municipal Clerks and Administrators at the Annual General Business Meeting in Birmingham, Alabama, this 13th day of May, 1980.

Caraelyn R. Moying  
Secretary

Lyron B. Fiedel  
President

ALABAMA ASSOCIATION of  
MUNICIPAL CLERKS and  
ADMINISTRATORS

RESOLUTION

WHEREAS, Jackson B. Bailey, CMC, has been employed by the City of Birmingham, Alabama, since 1961 and has served as City Clerk of the City continuously since October 16, 1968, and

WHEREAS, Mr. Bailey is a charter member of the Alabama Association of Municipal Clerks and Administrators and has served on the Education Committee of that Association and assisted in developing the Certification Training Program for Municipal Clerks at the University of Alabama, and

WHEREAS, Mr. Bailey has been a member of the International Institute of Municipal Clerks since 1968, has attended all Annual Conferences since that time, has served as Moderator and Panel Member on several conference workshops and seminars, has served as State Membership Chairman, as a member of the Agenda and Internal Rules of Council Committee, as a member of the Goals Steering Committee, and as a member of the IIMC Executive Committee from 1974 to 1977, and

WHEREAS, Mr. Bailey was elected in January 1980 to fill an unexpired term in the position of Director, Region IV, which term expires in May, 1980, and

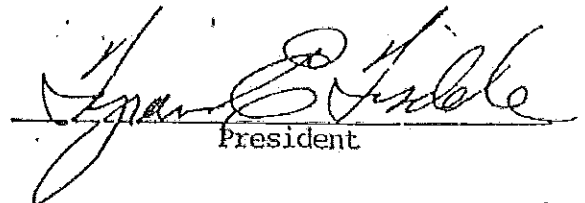
WHEREAS, the members of the Alabama Association of Municipal Clerks and Administrators repose full confidence and trust in Mr. Bailey's ability to represent the six states of Region IV in an outstanding manner and to work for the best interests of all members of the International Institute of Municipal Clerks,

NOW, THEREFORE, BE IT RESOLVED that Jackson B. Bailey, CMC, be nominated for election on May 23, 1980 to a full term as Director, Region IV, on the Executive Committee of the International Institute of Municipal Clerks, and

BE IT FURTHER RESOLVED that a copy of this resolution be presented to each member of the Nominating Committee of IIMC.

ADOPTED by the Alabama Association of Municipal Clerks and Administrators, in congress assembled at Birmingham, Alabama, this 13th day of May, 1980.

  
Secretary

  
President



A. VICTOR GUARISCO, Mayor

P. O. DRAWER 400

BARBARA ANN BAGGETTE,  
Clerk-Treas.

# CITY OF DAPHNE

JOSEPH H. HALL,  
Chief of Police

**COUNCIL:**

DOLORES GATES  
FRED PENRY, JR.  
G. H. RAINS  
WM. J. RUSSELL  
JOHN A. TRIONE

Telephone 626-2628  
DAPHNE, ALABAMA 36526

*"Jubilee Town"*

UTILITY BOARD  
A. VICTOR GUARISCO  
JOHN A. TRIONE  
LEONARD D. TRIONE

## NEW OFFICERS AND ADDRESSES - AAMCA

MISS BARBARA BAGGETTE, President  
P. O. DRAWER 400  
DAPHNE, ALABAMA 36526

MRS. CAROLYN MOZINGO, Vice-President  
CITY OF MARION  
P. O. DRAWER 959  
MARION, ALABAMA 36756

MRS. NORMA WILLIS, Secretary  
TOWN OF ASHLAND  
P. O. BOX 38  
ASHLAND, ALABAMA 36251

MISS BETTIE SCOTT, Treasurer  
CITY OF PELL CITY  
1905 FIRST AVENUE NORTH  
PELL CITY, ALABAMA 35125

COL. TYRON EARL TISDALE, Past President  
CITY OF AUBURN  
P. O. BOX 511  
AUBURN, ALABAMA 36830

DISTRICT DIRECTORS, 1980-81

DISTRICT #1:

A. SAMMY GASTON  
CITY OF RUSSELLVILLE  
P. O. BOX 1148  
RUSSELLVILLE, ALABAMA 35653

DISTRICT #2:

DISTRICT #3:

MRS. MARGARET NEWTON  
TOWN OF ODENVILLE  
P. O. BOX 113  
ODENVILLE, ALABAMA 35120

DISTRICT #4:

MRS. MARTHA A. BLROD  
CITY OF GADSDEN  
P. O. BOX 267  
GADSDEN, ALABAMA 35999

DISTRICT #5:

DISTRICT #6:

DISTRICT #7:

MR. LARRY MUBENCH  
CITY OF DOTHAN  
P. O. BOX 2128  
DOTHAN, ALABAMA 36301

DISTRICT #8:

MR. JAMES MASON  
CITY OF MOBILE  
P. O. BOX 1827  
MOBILE, ALABAMA 36601

DISTRICT #9:

MR. WALT WEAVER  
CITY OF PRATTVILLE  
P. O. BOX 277  
PRATTVILLE, ALABAMA 36067

DISTRICT #10:

MR. HAROLD GORDON  
CITY OF ALEXANDER CITY  
P. O. BOX 589  
ALEXANDER CITY, ALABAMA 35010

DISTRICT #11:

DISTRICT #12:

MRS. LORRAINE BUTLER  
TOWN OF NEW HOPE  
P. O. BOX 419  
NEW HOPE, ALABAMA 35760

DISTRICT #13:

COMMITTEES APPOINTED AT ANNUAL MEETING, May 13, 1980:

1. EDUCATION COMMITTEE:

JAMES WILSON, CMC, FLORENCE, AL.  
Chairman

BETTY BENSON, MADISON, AL.

DON HOWELL, TARRANT, AL.

VELMA GOBER, WETUMPKA, AL.

CAROLYN MOZINGO, MARION, AL.

BARBARA BAGGETT, DAPHNE, AL.

2. 1981 ATLANTA IIMC CONFERENCE COMMITTEE:

CAROLYN MOZINGO, MARION, AL.

CHAIRMAN

EARL TISDALE, AUBURN, AL.

MARY POTTER, SARALAND, AL.

JACK BAILEY, BIRMINGHAM, AL.

3. NEWSLETTER: "CLERK'S CHATTER" COMMITTEE:

SARAH MAYS, PLEASANT GROVE

Chairman

EARL TISDALE

DAN TUNMIRE

(Dan as Editor and Earl as Co-editor)

4. BUDGET COMMITTEE:

OFFICERS OF ASSOCIATION:

BARBARA BAGGETT, President

CAROLYN MOZINGO, Vice-President

NORMA WILLIS, Secretary

BETTY SCOTT, Treasurer

EARL TISDALE, Immediate Past President

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

NOVEMBER 19, 1980

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 19, 1980, at the University of Alabama in Tuscaloosa, Alabama.

The meeting was presided over by President Barbara Baggette. Following the invocation by Dan Tunmire, lunch was served. Those seated at the head table were introduced. They were composed of Officers of the Association and honor guests. Guests being League President, Mayor Doug Moore of Marion; Mrs. Iola Stone, CMC, 4th Vice-President, IIMC, from Region IV, Elberton, Georgia; and Dr. Coy Hollis, Acting Coordinator for Division of Continuing Education, University of Alabama.

President Bobbie gave recognition to Dan Tunmire, as being Editor of the "Clerk's Chatter" for a good job, well done. Dan in turn reminded all present to send our news in for the "Clerk's Chatter" before the deadline, last day of the month by 9:00 A.M.

Since all clerks had received a copy of the last business meeting minutes, Mary Potter moved that the reading of the minutes be dispensed with. Motion was seconded by Margaret Newton and met with unanimous approval.

Mayor Moore was presented to the group by his Clerk, Carolyn Mazingo, our organization's Vice-President. Mayor Moore expressed fitting remarks of commendation and words of encouragement to the assembled group. At the conclusion of Mayor Moore's remarks, President Bobbie presented him with a silver coin engraved with the seal of the City of Daphne.

Mrs. Iola Stone, CMC, 4th Vice-President, IIMC, expressed her pride in the Alabama members of IIMC and of the increase in membership since our last meeting.

Bettie Scott, Treasurer, presented the following report of the Budget Committee and gave the current Treasurer's Report:

FINANCIAL REPORT

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

NOVEMBER 19, 1980

Funds Transferred from past Treasurer, Velma Gober -----	\$1,351.98
Payment of Dues to Date -----	2,025.00
Interest from First National Bank, Wetumpka -----	8.69
	<hr/>
	\$3,385.67

DISBURSEMENTS:

Barbara Baggette - Plaque for outgoing President----	\$ 46.75
Office Supplies - Treasurer -----	69.43
Hyatt House - Clerk's Breakfast - League Convention-	463.22
Peachtree Plaza - Reservation for IIMC Convention---	325.00
Newsletter, Postage and Envelopes -----	383.08
	<hr/>

Total Disbursements: \$1,287.48

Balance in Treasury ----- \$2,098.19

NOVEMBER 19th Minutes continued:

Certificate of Deposit -----	\$4,192.89
Interest earned to date -----	98.13
TOTAL:	<u>\$4,291.02</u>

PRESENT MEMBERSHIP: 207 Members

The Budget Committee met on July 14, 1980, and recommend the following budget for adoption:

Clerk's Chatter Mailing and Expense -----	\$ 900.00
Plaque for Outgoing President -----	50.00
Hotel for IIMC President -----	150.00
Annual Breakfast -----	400.00
IIMC Conference - Atlanta, 1981 -----	500.00
Miscellaneous -----	100.00
	<u>\$2,100.00</u>

207 Members

Estimated Income: \$3,000.00

John Newberry moved that the Budget and the Treasurer's Financial Report be accepted as read. Motion was seconded by Evelyn Phillips and carried unanimously.

Carolyn Mozingo, Chairman of the IIMC Convention Committee, brought to the group the plans for Alabama's part in the IIMC Convention to be held in Atlanta, Georgia, in May, 1981. Those members who will be able to attend will be needed to help with registration, Color Guard, etc. She also told of the need for a suite of rooms to be reserved for the use of those in attendance from Alabama to change, entertain, etc. She moved that such a suite be reserved at the Peachtree Plaza Hotel. The motion was seconded by Earl Tisdale and so carried.

Following Carolyn's report, it was most obvious that we had not budgeted a sufficient amount to take care of the expenses for the IIMC Conference in Atlanta. Thus, a motion was made by Carolyn Mozingo, seconded by Earl Tisdale and carried unanimously that the appropriation for the IIMC Conference be increased from \$500.00 to \$1,000.00 in the budget. Budget was so amended.

President Bobbie gave an interesting report on the Dinner Meeting of Officers and District Directors which was held at Quincy's Restaurant on the previous evening, with very good attendance. She also recognized all the District Directors present at this luncheon business meeting. She then appointed two Directors at this time to fill two vacancies. So appointed were Alice Vandiver for District I Director and John Baker for District IV Director.

Certificates of Achievement were presented to honor those Clerks who had attended five (5) Annual Training Sessions, and also those who had attended ten (10) Sessions.

There being no other business at hand, Evelyn Phillips moved for adjournment. The move was duly adopted and the meeting was adjourned.

Respectfully submitted,

Norma K. Willis  
NORMA K. WILLIS, SECRETARY

May 19, 1981  
Clerk's Regular Meeting at the  
Alabama League of Municipalities  
Convention

On May 19, 1981, the regular business meeting was held at a breakfast with President Bobbie Baggett presiding. She introduced the guests and members at the head table. They were Dr. Franklin Blitz, University of Alabama; Mayor and Mrs. Douglas Moore, President of the League; Carolyn Mazingo, City Clerk of Marion and Vice-President of this organization; Bettie Scott, City Clerk of Pell City and Treasurer of the Association, Norma K. Willis, City Clerk-Treasurer of Ashland and Secretary of the Association, and John Baker, City Clerk of Montgomery and Host Clerk for our Convention. Among other very special guests present was Alex Garrett, retired former City Clerk of Montgomery, Dr. Coy Hollis of the University of Alabama, Mr. Ben Swindle of the State Agency for Social Security, Julie Sinclair of the League Staff, and several members of the Marion City Council and their spouses.

Bobbie called on Carolyn to give our Invocation and a very delicious breakfast was then enjoyed by everyone.

The reading of the Minutes was dispensed with since all the clerks had received a copy in an issue of the "Clerk's Chatter" during the year. Minutes were so approved.

Bettie Scott gave the Treasurer's Report. Everyone was reminded that the Annual \$10.00 Dues of the Association are now due. IIMC Membership forms were also available and payment of these dues was differentiated from our Association Dues.

Dr. Blitz was recognized and gave a report on behalf of the Education Committee. He told of the many clerks who have received certification through IIMC since our last meeting. He also gave dates for future study to help other Clerks become certified. He urged as many as possible to take advantage of this program that would mean so much to them in their everyday chores at City Hall. Dr. Blitz gave praise to Mayor Moore for his interest and encouragement to our organization.

Dan Tunmire was recognized and as Editor of the Clerk's Chatter gave a report on the cost, etc., of our Monthly mail out for last year.

Carolyn Mazingo gave a report on our participation in the 1981 IIMC Conference now underway in Atlanta. Many of our members are already there and others are planning to leave after the Morning Session to go on to Atlanta for the remainder of the Conference. This made everyone "long" to be "counted among the numbers" to attend. She also expressed her thanks for the cooperation received on this undertaking.

The outgoing president, Bobbie, gave a brief report of the things accomplished this year in our Association. It was a good year.

As a matter of Old Business, it was reaffirmed that our Association would support the Certification Program to the point that financial help will be given should there not be 25 members to enroll in the C M C Program. This action was taken previously by our Association, pledging the necessary financial support if needed.

Evelyn Phillips moved that the matter of urging our Legislators to provide a "vehicle" by which a City Clerk would be retained, when there is a change of Administration, be turned over to the Education Committee for their study and recommendation. Motion was seconded by Willie Mae Dennis and carried unanimously.

President Bobbie presented the names of the new District Directors for those Districts having elected their Director for the upcoming year. She urged the other Districts to do so.

Velma Goeber reported for the Nominating Committee recommending the following slate of officers for 1981-82:

PRESIDENT ----- Carolyn Mozingo, City Clerk of Marion  
VICE-PRESIDENT ----- Norma K. Willis, City Clerk-Treasurer of Ashland  
SECRETARY ----- Bettie Scott, City Clerk of Pell City  
TREASURER ----- Dan Tunnicliffe, City Clerk of Hueytown

There being no nominations from the floor, Harry Pottey moved that the above officers be so elected to serve our Association for 1981-82. Motion seconded by Lorraine Butler and carried unanimously.

At this time the outgoing President, Bobbie, presented Certificates of Appreciation to the Officers, District Directors, Editor of the Clerk's Chatter, Dr. Blitts, the Alabama League, and to each one expressed appreciation for all that was done to make this year a good year for our Association. She stated that she wished she could give everyone present one as everyone has special and worked hard in our Association.

President Bobbie then dissolved all Committees and recognized Mayor Moore, our League President, who then installed his City Clerk, Carolyn Mozingo, as President and in order the other officers of the Association.

The outgoing president, Bobbie Baggett, was presented a beautiful plaque by Carolyn, in appreciation of her guidance of the Association in so many worthwhile projects and for her untiring efforts and time spent in making this a successful year.

Dan Tunnicliffe was recognized, and presented a bound copy of the "Clerk's Chatter" to President Bobbie and also a copy to the League Library.

Elizabeth Hughes moved that the Budget for the "Clerk's Chatter" be increased from \$900.00 to \$1,100.00. Motion was seconded by Bettie Scott and it was so ordered.

President Carolyn then appointed the following persons to serve on the Educational Committee: Fred Eott, Foley, Chairman; Sarah Hays, Pleasant Grove; Velma Goeber, Wetumpka; Britt Thomas, Brundidge. Appointed to the Clerk's Chatter were: Dan Tunnicliffe, Hueytown, Editor and Chairman; Earl Tisdale, Auburn; Gail Pusby, Decatur; and Carol Harris, Creola.

Carolyn expressed her appreciation for this Association's faith in her and requested their continued support throughout the ensuing year.

There being no further business, the Association's meeting was duly adjourned.

*Norma K. Willis*  
Norma Willis - Secy. Gen.

**ALABAMA ASSOCIATION of  
MUNICIPAL CLERKS and  
ADMINISTRATORS**

Post Office Box 1270 + Montgomery, Alabama 36102

Business Meeting

12:15 P.M., Thursday, November 19, 1981 -----University of Alabama

AGENDA

CALL TO ORDER -----President

INVOCATION

INTRODUCTION OF HEAD TABLE, SPECIAL GUESTS AND SPECIAL RECOGNITION TO  
NEW CMC'S

LUNCH

MINUTES OF PREVIOUS MEETING -----Secretary

TREASURER'S REPORT -----Treasurer  
(To Include present Membership)

BUDGET COMMITTEE REPORT -----Treasurer

REPORT ON OFFICERS AND DIRECTORS MEETING and

RECOGNITION OF DISTRICT DIRECTORS -----President

EDUCATION COMMITTEE REPORT -----Fred Mott

COMMENTS FROM EDITOR OR CO-EDITOR OF NEWSLETTER COMMITTEE -----Dan Tuttle

OLD BUSINESS

NEW BUSINESS

ANNOUNCEMENTS:

ADJOURNMENT



TREASURER'S REPORT:

Cash in Bank-----	\$2,040.73
Cash on hand-----	10.00
Total	<u>\$2,050.73</u>

EXPENDITURES:

IIMC-----	\$ 111.05
Clerk's Chatter-----	486.82
Misc.-----	106.91
Total	<u>\$ 704.78</u>

FUNDS BUDGETED BUT UNSPENT-----\$2,295.22

Deficit \$244.22

CD invested at 6% in principal amount of \$4,477.22

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

BUDGET  
1981-82

ESTIMATED REVENUES:

Dues	\$10.00 x 300	\$3000.00
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ESTIMATED EXPENDITURES

Clerks' s Chatter	\$1100.00
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Annual Meeting	1200.00
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Gavel	60.00
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League Breakfast	500.00
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Misc.	140.00
-------	--------

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Total	\$3000.00
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MUNICIPAL MANAGEMENT TRAINING INSTITUTE  
FOR CITY CLERKS

15

To receive 5 year certificates

Mrs. Dorothy Ashworth

Shirley J. Cody

Carolyn H. Finley

Hazel Hester

Lois M. Hicks

Don E. Howell

Mrs. Garnet Jeffreys

Rebecca E. Lott

Ruby C. Neeley

William D. Owens *Boozek*

Rita B. Parnell

Elaine W. Scott

Ms. Jerry Starling

Mrs. Barbara M. Timothy

Alice Vandiver

MUNICIPAL MANAGEMENT TRAINING INSTITUTE  
FOR CITY CLERKS

L.S.

5 TO RECEIVE 10 YEAR CERTIFICATES

Jack Bailey

Carl W. Cole

Iris Evans

Mrs. Earline F. McKinley *assistant*

Jean McQueen

MUNICIPAL MANAGEMENT TRAINING INSTITUTE  
FOR CITY CLERKS

4 TO RECEIVE 15 YEAR CERTIFICATES

Barbara Ann Baggette

Gladys D. Prentice

Bettie Scott

Norma K. Willis

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

NOVEMBER 19, 1981

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 19, 1981, at the University of Alabama in Tuscaloosa.

The meeting was presided over by Carolyn Mazingo, President. Invocation for the luncheon was given by Bettie Scott. Those seated at the head table were introduced as follows: Britt Thomas, Brundidge; Norma Willis, Ashland; Dan Tunmire, Hueytown; John Watkins, Executive Director of the Alabama League of Municipalities; Bettie Scott, Pell City; Velma Gober, Wetumpka; and Louise Toledo, Lanett. Certified Municipal Clerks present were introduced and it was reported that there are 18 certified clerks in the State. Eight of these attended the State Institute and ten had degrees in related fields.

Special guests presented included two councilwomen from Midfield. Miss Nina Miglionico, President of the League, sent regrets that she was unable to attend the meeting.

Since all clerks had received a copy of the minutes of the last business meeting, Bettie Scott moved that the reading of the minutes be dispensed with. Motion was seconded by Mary Potter, Saraland, and the minutes were approved as mailed.

Dan Tunmire presented the following Treasurer's Report:

Cash in Bank	\$2,040.73
Cash on Hand	10.00
Total	<u>2,050.73</u>
Expenditures:	
IIMC	111.05
Clerk's Chatter	486.82
Miscellaneous	106.91
Total	<u>704.78</u>
Funds Budgeted But Unspent	2,295.22
Deficit	244.22
CD invested at 6% in principal amount of	\$4,477.22

Also presented was the Proposed Budget for 1981-82 as follows:

Estimated Revenues:	
Dues \$10.00 x 300	\$3,000.00
Estimated Expenditures:	
Clerks Chatter	1,100.00
Annual Meeting	1,200.00
Gavel	60.00
League Breakfast	500.00
Miscellaneous	140.00
Total	<u>3,000.00</u>

Norma Willis, Ashland, moved that the Treasurer's Report and Budget be approved. The motion was seconded by Martha Elrod, Gadsden, and they were approved as presented.

Association officers and district directors met at Quincy's on Tuesday night and discussed plans and made reports. District directors were introduced and the President gave the counties represented by each district as follows:

District 1. Lauderdale, Colbert, Franklin, Marion and Winston  
Director: Ricky Williams, City Clerk, Russellville

District 2. Lamar, Fayette, Pickens, Tuscaloosa, Greene, Hale, Bibb  
Director: Patricia Harris, City Clerk, Brookwood

District 3. St. Clair, Shelby, Blount  
Director: Margaret Newton, City Clerk, Odenville

District 4. Cherokee, Etowah, Calhoun, Talladega, Cleburne, Clay, Randolph  
Director: Martha Elrod, C.M.C., City Clerk, Gadsden

District 5. Lowndes, Butler, Crenshaw, Pike, Bullock, Barbour  
Director: Fred Dykes, Jr., City Clerk, Eufaula

District 6. Perry, Dallas, Wilcox, Monroe, Conecuh, Clarke, Washington,  
Choctaw, Sumter, Marengo  
Director: Carolyn Finley, City Clerk, Thomaston

District 7. Covington, Coffee, Dale, Henry, Geneva, Houston  
Director: Lee C. McNeal, City Clerk, Columbia

District 8. Mobile, Baldwin, Escambia  
Director: Evelyn Phillips, City Clerk, Fairhope

District 9. Chilton, Coosa, Autauga, Elmore, Montgomery  
Director: Becky Lott, City Clerk, Millbrook

District 10. Tallapoosa, Chambers, Lee, Macon, Russell  
Director: Newell Floyd, City Clerk, Opelika

District 11. Lawrence, Morgan, Cullman, Walker  
Director: Elizabeth Hughes, City Clerk, Cullman

District 12. Limestone, Madison, Jackson, Marshall, DeKalb  
Director: Gail Duffey, City Clerk, Scottsboro

District 13. Jefferson  
Director: Irene Matthews, City Clerk, Graysville.

Dr. Frank Blitz gave the Education Committee report in the absence of Fred Mott. The education portion of the CMC program has been conducted twice annually in 2½ day meetings over a three year period. There have been 36 graduates from the seven sessions conducted to date and eight of those have been certified. The next phase will be held February 15-17, 1982. A clerk can enter the program at any time. Federal funds used to help finance the program are no longer available and a minimum number of pre-registrations will have to be established. At least 20 registrations, two weeks before a meeting starts will be needed and all program will have to be self-supporting. Therefore, prompt return of registration forms was urged. Formerly, institute training has been two 2½ day sessions in February and two again later in the year. In the future, sessions will be limited to 2½ days in February and 2½ days in August, and it may be necessary to increase the fees charged. The University is trying to get together a flyer on the program. Velma Gober asked if it would be necessary to include something in this budget to subsidize the training institute but it was decided to delay any action until the April meeting.

It has been suggested that the Association have a scrap book and Carolyn Mazingo, President, appointed the following members as a Scrap Book Committee to report back at the November, 1982 meeting.

Sarah Mays, Chairman, City Clerk, Pleasant Grove  
Gladys Prentice, Leeds  
Marilyn Grubbs, Homewood

Mary Potter, Saraland, called attention to the fact that at least one person had attended the training institute at her own expense and made a motion that the Association pay the registration fee for any person attending the institute whose municipality does not pay the expense. The motion was seconded by Velma Gober. After discussion, Grady Ellison, Fairfield, made a motion that the matter be referred to the Education Committee. This motion was seconded by Evelyn Phillips, Fairhope, and on vote was approved. The President asked the Committee to make a report at the next meeting.

It had also been suggested that the Association needs a pin or patch, so the President appointed the following Committee to make recommendations:

Earl Tisdale, Chairman, Auburn  
Jack Bailey, Birmingham  
Thelma Moon, Vestavia  
Mable Poindexter, Roosevelt City  
Martha Elrod, Gadsden


The following committee was appointed to study types of data processing are in use in the various communities with a brief summary of their capabilities:

Louis Toledo, Lanett  
Larry Meunch, Dothan

The Committee will report at the April meeting.

After a round of applause for the district directors, the meeting adjourned.

Respectfully Submitted:



Bettie Scott, Secretary



April 27, 1982  
Clerk's Regular Meeting at the  
Alabama League of Municipalities  
Convention

On April 27, 1982, the regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at a breakfast meeting at the Sheridan in Mobile, Alabama. Carolyn Mozingo, President, presided and after the invocation by Dan Tunmire, introduced the guest at the head table.

Past Presidents of the Association:

Mary Potter, Saraland  
Earl Tisdale, Auburn  
Barbara Baggette, Daphne

Mayor E. L. Wynn, Ashland

Association Officers:

Dan Tunmire, Hueytown, Treasurer and Editor of The Clerks Chatter  
Bettie Scott, Pell City, Secretary  
Norma Willis, Ashland, Vice-President

Mrs. Delois Moore, Wife of the Mayor of Marion, was a special guest.

All CMC's were asked to stand and be recognized. There are now 26 CMC's in the State.

Minutes of the meeting of November 19, 1981, had been published in the Clerks Chatter and were approved.

Dan Tunmire presented the Treasurer's report as follows:

Balance forwarded:	\$ 1,121.51
Deposits: Dues	1,780.00
	<u>2,901.51</u>
Expenses	2,481.28
Cash on hand	410.23
Certificate of deposit	4,477.22
Net Worth	<u>\$ 4,887.45</u>

Most of the expenses were for the Clerks Chatter, \$925.00, and the Clerk's Management Institute at the University of Alabama, \$1,200.00.

Fred Mott, Foley, Chairman of the Education Committee, stated that the Committee had considered the motion made in November that the Association pay the registration fee for the training institute for the Clerk whose municipality does not pay the expense. The Committee does not feel that this motion should be approved but if a case of real need arises that special cases could be taken under advisement.

Dan Tunmire, Chairman of the Clerks Chatter Committee, expressed appreciation to Gail Busby, Decatur, and Earl Tisdale, Auburn, for their help during the past year and asked that all clerks cooperate in turning in news items for the Chatter.

Sarah Mays, Pleasant Grove, Chairman of the Scrapbook Committee, reported that the scarpbook will be left at the League Office so that it will be available for everyone to see and asked that articles about clerks be sent to members of the Committee.

Since Velma Gober, Wetumpka, Chairman of Municipal Clerk's Week, was unable to be present, Carolyn Mozingo urged all clerks to send in reservations for the luncheon to be held at Jasmine Hill Gardens on May 12, to celebrate Municipal Clerk's Week. Mayor Jamie Etheredge, Greenville, will be the speaker. Carolyn also asked clerks to write their congressmento support the bill declaring the second week in May as Municipal Clerk's Week on an annual basis.

The Chairman of the Emblem Committee, Earl Tisdale, Auburn, expressed appreciation

to the members of the Committee: Jackson Bailey, Birmingham; Martha Elrod, Gadsden; Thelma Moon, Vestavia; Mable Poindexter, Roosevelt City, for the work they have done. 430 questionnaires were sent out and there were 90 replies. They indicated that the clerks wanted a small pin, in the shape of the State of Alabama, metal, white on gold, the letters AAMCA, and a pin with a clutch type fastener. The price was secondary and the pin should be for sale through the Association. The Committee recommended a pin 3/4" high, gold filled, with the initials and a quill pen of raised white enamel with a clutch back. The price would be in the \$10 to \$12 range with an initial cost to set up the form of \$200 to \$325. to be borne by the Association. The Georgia Association sells their pin for \$25.00. It was decided that the Board of Directors would determine the sale of the pin. Mary Potter, Saraland, moved that the recommendation of the Committee be accepted and the motion was seconded by Larry Muench, Dothan, and unanimously approved.

Louis Toledo, Lanett, and Larry Muench, Dothan, the Data Information Committee, had found it hard to meet but suggested that Zane Burlison, Opelika, be appointed to serve on the Committee with them. They plan to mail a questionnaire with the Clerks Chatter and will give a more complete report at the next meeting.

The outgoing president, Carolyn Mazingo, made a report on the accomplishments of the past year.

New business discussed included the need to establish a fiscal and administrative year for the Association since the League convention is held in April some years and in May other years. The Executive Committee recommended the establishment of a fiscal and administrative year effective June 1 and will have a proposed amendment to the by-laws for presentation at the next meeting. Louis Toledo moved that the recommendation of the Executive Committee be accepted. The motion was seconded by Elizabeth Hughes, Cullman, and approved.

The Association presented a plaque and life-time membership to Earl Tisdale, City Manager of the City of Auburn, in appreciation for his invaluable contribution to the AAMCA.

District Directors elected so far as follows:

District 1	Richard Williams, Russellville
District 2	
District 3	Willie Mae Dennis, Pelham
District 4	Martha Elrod, Gadsden
District 5	
District 6	Reba Miller, Linden
District 7	
District 8	Tommy Langham, Bay Minette
District 9	John Baker, MONTGOMERY
District 10	
District 11	
District 12	Gail Duffey, Scottsboro
District 13	Sarah Mays, Pleasant Grove

The nominating Committee, Barbara Baggette, Mary Largin and Larry Muench, nominated the following officers for the coming year:

President	Norma Willis, Ashland
Vice-President	Bettie Scott, Pell City
Secretary	Dan Tunmire, Hueytown
Treasurer	Martha Elrod, Gadsden

There were no other nominations and Mary Potter, Saraland, moved that the nominations be accepted. The motion was seconded by Earl Tisdale and approved unanimously.

Certificates of Appreciation were presented to the District Directors, Chairmen of the Committees, the Association Officers and to Dr. Frank Blitz, Friend and Advisor to the Association.

President Carolyn Mozingo requested the new president to allow the Committees appointed in November to continue to serve but she dissolved the Education Committee.

Mayor E. L. Wynn of Ashland installed the new officers. Norma Willis, the new president named the following Committees:

Education Committee: Chairman Fred Mott, Foley  
Mary Largin, Columbiana  
Velma Gober, Wetumpka  
Britt Thomas, Brundidge

Clerks Chatter: Dan Tunmire, Chairman, Hueytown  
Sarah Mays, Pleasant Grove  
Earl Tisdale, Auburn

Scrapbook Committee: Chairman Sarah Mays, Pleasant Grove  
Gladys Prentice, Leeds  
Marilyn Grubbs, Homewood

Emblem Committee: Chairman Earl Tisdale, Auburn  
Jack Bailey, Birmingham  
Thelma Moon, Vestavia  
Mable Poindexter, Roosevelt City  
Martha Elrod, Gadsden

Data Information Committee: Chairman Louis Toledo, Lanett  
Larry Muench, Dothan  
Zane Burleston, Opelika

Municipal Clerks Week: Velma Gober, Wetumpka, Chairman

Mary Potter announced that the Treasurer was accepting dues immediately following the meeting.

Norma Willis presented a plaque to the out-going President and expressed the appreciation of the Association to Carolyn Mozingo for a job well done.

The meeting adjourned..

Respectfully Submitted:



Bettie Scott, Secretary

Tuscaloosa, Alabama  
November 18, 1982

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Continuing Education Center, University of Alabama, Tuscaloosa, Alabama at a luncheon meeting this date. President Norma K. Willis presided and introduced the head table as follows: Mary Potter, Saraland, Past President; Dan Tunmire, Hueytown, Secretary; Branson Gaylor, Rome, Georgia, Guest; Martha Elrod, Gadsden, Treasurer; and Bettie Scott, Pell City, Vice-President.

Dan Tunmire, Secretary, stated the minutes of the April 27, 1982 meeting had been mailed to each City Clerk and asked that the minutes be approved without reading. Mary Potter, Saraland, moved the minutes be approved without reading. Seconded by Evelyn Phillips, Fairhope. On voice vote the motion carried.

Martha Elrod, Treasurer, presented the following budget proposal for 1982-83 and moved the proposed budget be adopted.

REVENUES:	Cr	Dr	Total
Dues	\$2,450.00		
Emblem Sales	580.00		
Interest earned	180.00		
Surplus Forward	4,754.00		
total			\$7,964.00

EXPENDITURES:	Cr	Dr	Total
Conference Expenditures		\$1,200.00	
League breakfast		500.00	
Clerks Chatter		1,000.00	
Emblems		2,000.00	
Miscellaneous		179.00	
President's Plaque		85.00	
total			\$4,964.00

The motion to adopt the budget was seconded by Marilyn Grubbs, Homewood. On voice vote the motion carried. President Norma Willis declared the budget adopted.

Martha Elrod, Treasurer, presented the following financial statement:

Beginning Deposit	\$1,236.25
Certificate of Dep.	4,754.07
Total	<u>\$5,990.32</u>
Deposit from dues	\$1,105.39
Less Expenditures	\$1,238.30
Balance	\$5,857.41

Dues Paid: Clerks	225
Deputy Clerks	<u>19</u>
Total	244

Earl Tisdale, Auburn, moved the financial statement be approved. Seconded by Mary Potter, Saraland. On voice vote the motion carried. President Norma Willis declared the financial statement approved.

Linda Vanden Bosch, Greenville, reported that the District Directors held a dinner meeting on November 16, 1982, at Quincys. She stated there were three Directors present. AAMCA membership pins were presented at the meeting. Dr. Frank Blitz explained the importance of the District Directors position to the organization.

President Norma Willis read a list of District Directors and recognized those present at the meeting.


Fred Mott, Foley, Chairman of the Education Committee, requested that subjects desired for the Clerk's program at the League Convention in Huntsville should be mailed or phoned to him as soon as possible. The Planning Committee was then introduced.

Velma Gober, Wetumpka, Chairperson of Municipal Clerks Week, reported that 55 people attended the first AAMCA Municipal Clerks Week function and program. She recommended a method be studied for electing or selecting the "Municipal Clerk of the Year." President Norma Willis appointed the following Committee to make recommendations to the AAMCA on selecting the "Municipal Clerk of the Year:"

Velma Gober, Wetumpka, Chairperson  
 Mary Potter, Saraland  
 Linda Vanden Bosch, Greenville  
 Becky Lott, Millbrook

Earl Tisdale, Auburn, Chairman of the Emblem Committee recommended his committee be desolved since all committee work had been completed. He reported that 111 emblems had been sold. President Norma Willis desolved the committee.

There being no further business to come before the Association upon motion duly made and seconded the meeting adjourned.

  
 Dan Tunmire  
 Secretary

Huntsville, Alabama  
April 26, 1983

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Huntsville Hilton Hotel, Huntsville, Alabama at 8:00 A.M. Norma K. Willis, President, presided and the invocation was given by Martha Elrod after which a breakfast was served.

President Norma Willis introduced the head table which included special guests Mayor and Mrs. Hugh Williamson, Pell City, Alabama. She then asked for officer and committee reports.

Dan Tunmire, Secretary, reported that the minutes of the previous meeting had been mailed to each member of the Association and moved they be adopted as written. Seconded by Bettie Scott. On voice vote the motion carried.

Martha Elrod, Treasurer, presented the following financial report:

Deposits, 6-82 thru 4-83-----	\$8,479.70
Interest earned-----	238.96
Total	<u>\$8,718.66</u>
Disbursements-----	4,553.48
Balance on hand	<u>\$4,165.18</u>

Bettie Scott moved the Treasurer's report be accepted. Seconded by Faye Blakeney. On voice vote the motion carried.

In the absence of Fred Mott, Chairman of the Education Committee, Dr. Frank Blitz, University of Alabama, reported that 47 clerks and assistant clerks had graduated from the certification program. He stated 28 of those were now Certified Municipal Clerks. In the last session of the Certification Institute, 9 clerks were graduated and 10 clerks entered the program for the first time. Dr. Blitz stated he had studied the results of the survey on post graduate courses for CMCs and that tentatively a date in March 1984 would be set for a course.

Dan Tunmire, Editor, The Clerks' Chatter, reported that he had looked into commercial printing of the newsletter rather than produce it with a copying machine and determined the cost was too prohibitive to make a recommendation at the present time. The cost of commercial printing (offset) would be approximately \$1800.00 per year. The current cost of production is approximately \$1100.00 per year.

Martha Elrod, reported on Municipal Clerks Week in the absence of Velma Gober. She stated the meeting would be held at Nocalula Falls Park at 12:00 noon, Wednesday May 11, 1983. The fee for the luncheon is \$10.00.

Larry Muench, Chairman of the Data Processing Committee reported that many of the surveys on data processing had been returned and that the information was in the process of being put into the computer to be analyzed.

President Norma Willis presented Certificates of Appreciation to each officer, District Director and Committee Chairman. She then appointed the following committee to study and recommend a method of selecting the "Municipal Clerk of the Year." Velma Gober, Chairperson, Committee members Becky Lott, Millbrook; Linda VandenBosch, Greenville; Mary Potter, Saraland.

Carolyn Mozingo, Chairperson of the nominating committee reported the committee recommended the following slate of officers for 1983-84; President-Bettie Scott; Vice President-Dan Tunmire; Secretary-Martha Elrod; and Treasurer-Zane Burleson. President Willis asked if there were any nominations from the floor. There were none. Carolyn Mozingo then moved the candidates recommended by the committee be approved. Seconded by Gladys Prentice. On voice vote the motion carried.

Mayor Hugh Williamson, Pell City, gave a speech and then installed the officers for 1983-84.

President Bettie Scott expressed her appreciation for the confidence of the Association and then appointed the following committees:

Education Committee: Evelyn Phillips, Chairperson; Mary Largin, Dianne Barnett, Linda VandenBosch.

Newsletter Committee; Dan Tunmire, Chairman, Sarah Mays.

Data Processing Committee: Larry Muench, Chairman, Gail Busby, Harold Gordon.

Scrap Book Committee: Betty Benson, Chairperson, Mignon Bowers.

Constitution Review Committee: Carolyn Mozingo, Chairperson, Barbara Baggette, Mary Potter, and Norma Willis.

There being no further business to come before the Association upon motion duly made and seconded the meeting adjourned.

*Dan Tunmire*

Dan Tunmire, CMC  
Secretary

Tuscaloosa, Alabama  
November 17, 1983

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Continuing Education Center, University of Alabama in Tuscaloosa at a luncheon meeting this date. President Bettie Scott presided and introduced the head table.

Martha Elrod, Secretary, stated the minutes of the April 26, 1983 meeting had been mailed to each City Clerk and asked that they be approved without reading. Don Howell, Gulf Shores, moved the minutes be approved without reading. Seconded by Velma Gober, Wetumpka. On voice vote the motion carried.

Zane Burleson, Treasurer, presented the proposed Budget for 1983-84 and Financial Statement ending October 31, 1983, as follows:

BUDGET 1983-84

ANTICIPATED REVENUE

Membership Fees	\$2,300
Sale of Pins	200
Interest on Investments	225

TOTAL ANTICIPATED REVENUE \$2,725

ANTICIPATED EXPENDITURES

University of Alabama	\$1,200
Presidents Plaque	85
Postage - Newsletter	1,100
Bank Service Charges	25
Miscellaneous	100

TOTAL ANTICIPATED EXPENDITURES \$2,510

PROJECTED SURPLUS - END OF FISCAL YEAR \$ 215

\* \* \* \* \*

FINANCIAL STATEMENT  
ending October 31, 1983

INCOME

Membership Fees	\$2,080.00
Sale of Pins	90.00
Interest Earned	150.34

TOTAL INCOME \$2,320.34



## EXPENDITURES

Postage - Newsletter	\$ 318.64
Postage - Pins	5.76
Bank Service Charges	13.58
Charge for Deposit Slips	3.84
TOTAL EXPENDITURES	\$ 341.82
NET INCOME	\$1,978.52
BEGINNING BALANCE	\$3,866.56
BALANCE AS OF OCTOBER 31, 1983	\$5,845.08

The Treasurer moved that the proposed Budget be adopted and the Financial Statement be approved as read. The motion was seconded by Mary Potter and following a voice vote the Chairman declared the motion carried.

### DISTRICT'S REPORT:

Gail Busbey reported on the District Directors Dinner Meeting which was well attended on Tuesday evening, November 15, at Quincys in Tuscaloosa. Following Gail's report, Directors were recognized by the chairman and permitted to report on the happenings in their respective area. The Districts were encouraged to be active as this is a strong "Key" to the AAMC Organization.

### COMMITTEE REPORTS:

#### Education Committee:

Evelyn Phillips, Chairman of the Education Committee made the committee report, and announced the First Advanced Education Institute will be held on March 6 - 8, 1984. This institute will be for those who have already met all the requirements for CMC. Other members who serve on the Education Committee are: Mary Largin, Linda Vanden Bosch, Diane Barnett, Dan Tunmire and Bettie Scott.

#### Data Processing Committee:

No Report

#### Newsletter Committee:

Dan Tunmire and Sarah May serve on the Newsletter Committee. Reporting was Editor, D. Tunmire who requested "IN-PUT".

#### Scrapbook Committee:

Reporting was Mignon Bowers, in the absence of the Chairman, Betty Benson, who requested clerks to furnish clippings, etc. to be placed in the scrapbook.

Constitution Review Committee:

President Bettie Scott stated she was appointing Barbara Baggette as Chairman of the Constitution Review Committee since Chairman Carolyn Mazingo had resigned from Marion as City Clerk to take a new position in Montgomery. Others serving on this committee are past presidents, Mary Potter and Norma Willis - they were charged with the following duties:

1. To review the suggestions of the Executive Committee to change the fiscal year date to June 1 through May 30, as the proposed amendment was never prepared.
2. Study guide lines for memberships, other than active members - such as Life Memberships and Honorary Memberships.
3. Review the possibility of amending the constitution as to who should serve on the Executive Committee.

Municipal Clerk of the Week Committee:

Velma Gober, Committee Chairman, reported on the guidelines established by this committee to nominate clerks to be considered for "Clerk of the Week." This committee consist of past presidents and those who have been honored as Clerk of the Week.

A motion to accept the guidelines as presented, by Ms. Gober was made by Mary Largin and seconded by Dan Tunmire. Motion carried by voice vote, with one vote opposing.

IIMC BUSINESS:

IIMC Membership Chairman, Martha Elrod reported that Alabama has 147 members in IIMC, and encouraged all clerks to keep their membership current since this is an essential requirement in obtaining credits for CMC.

President, Bettie Scott, read a letter from the Michigan Clerks Association soliciting AAMC to endorse by Resolution a request to IIMC to bestow Honorary Membership upon Kathleen M. Callan.

Colonel Earl Tisdale made a motion that the following Resolution be adopted:

RESOLUTION

WHEREAS, Ms. Kathleen M. Callan, retired City Clerk of Oak Park, Michigan, has been nominated for Honorary Membership in the International Institute of Municipal Clerks, and

WHEREAS, the outstanding contributions made by Ms. Callan to the International Institute of Municipal Clerks have enhanced the professionalism of its members and are deserving of the highest recognition,

NOW, THEREFORE, BE IT RESOLVED that the Alabama Association of Municipal Clerks and Administrators does heartily endorse the nomination of Ms. Kathleen M. Callah for election as an honorary member of the International Institute of Municipal Clerks.

ADOPTED by the members of the Alabama Association of Municipal Clerks and Administrators in Regular Session, this 17<sup>th</sup> day of November, 1983.

The motion was seconded by Jack Bailey who gave his personal recommendation for the role Ms. Callan played in the CMC program.

After voice vote the chairperson declared the motion carried unanimously and the resolution had been adopted.

Gail Busbey reported on a State group meeting she attended at the last annual IIMC Convention. She suggested the AAMC Organization pay the expenses for the president to attend the Annual Conventions. Linda Vanden Bosch endorsed this suggestion.


In view of this suggestion the Treasurer Zane Burleson asked the president to appoint a Committee to study the overall aspects of the finances of the organization.

RECOGNITION:

Certificates were presented to eight people for attending five sessions. Ten year awards were presented to Phyllis Freeman and Anita Steiner, and Mary Potter was recognized for attending fifteen sessions.

There being no further business on motion duly seconded the meeting was adjourned.

Respectively submitted.

  
\_\_\_\_\_  
Martha Elrod, Secretary

November 17, 1983

Birmingham, Alabama  
 May 8, 1984

The Alabama Association of Municipal Clerks met in a regular business meeting at the Hyatt Hilton in Birmingham on May 8, 1984, at 7:30 A.M., at a breakfast meeting, with President Bettie Scott presiding.

Martha Elrod, Secretary, stated that copies of the minutes of the November, 1983, meeting were mailed to the membership. She offered a motion that the minutes be approved as presented without reading if there were no additions or corrections. The motion was seconded by Evelyn Phillips and unanimously carried by oral vote.

Zane Burleson, Treasurer, presented the financial report as follows:

FINANCIAL STATEMENT

	<u>ACTUAL</u>	<u>FY 1983-84 BUDGET</u>	<u>DIFFERENCE</u>
<u>INCOME</u>			
Membership Dues	\$2,250.00	\$2,300.00	
AAMCA Pins	190.00	200.00	
Interest Earned	375.40	225.00	
AmSouth - Gift for Breakfast Meeting	500.00	-0-	
TOTAL	\$3,315.40	\$2,725.00	\$590.40
<u>EXPENDITURES</u>			
Postage (AAMCA Newsletters)	\$ 613.96	\$1,100.00	
University of Alabama	1,200.00	1,200.00	
Certificates of Appreciation	15.42	-0-	
President's Plaque	28.64	85.00	
Service Charge - Deposit Slips	3.84	-0-	
Service Charge - Bank	15.64	25.00	
Miscellaneous	-0-	100.00	
TOTAL	\$1,877.50	\$2,510.00	\$632.50
NET INCOME FY 1983-84	\$1,437.90	\$215.00	\$1,222.90

ASSETS:

Cash - Beginning Balance	\$3,866.56
Net Income	1,437.90
Balance 4-27-84	\$5,304.46
Pins - Beginning Balance (158)	\$1,580.00
Sold FY 1983-84 (19)	190.00
Ending Balance 4-27-84	\$1,390.00

The president ordered the financial report to be filed for audit.

BUDGET

FISCAL YEAR 1984-85

ANTICIPATED REVENUE

Membership Fees	\$4,600.00
Sale of Pins	200.00
Interest on Investments	300.00
TOTAL ANTICIPATED REVENUE	\$5,100.00

ANTICIPATED EXPENDITURES

University of Alabama	\$1,200.00
Presidents Plaque	100.00
Postage & Newsletter	2,600.00
Bank Service Charges	25.00
Miscellaneous	600.00
National Conference - President	-0-
TOTAL ANTICIPATED EXPENDITURES	\$4,525.00

PROJECTED SURPLUS - END OF FISCAL YEAR 1984-85 \$575.00

Zane Burleson made a motion that the proposed budget be adopted. The motion was seconded by Mary Largin and unanimously carried by oral vote.

COMMITTEE REPORTS:

Education Committee - Evelyn Phillips gave a summary of Certification Programs:

Number Participating	83
Number Graduating	13
Number New Participants	16

Twenty-nine took part in the First Advance Session.

Clerk's Chatter - Dan Tunmire is looking into the possibility of having the paper printed professionally.

Scrapbook Committee - Mignon Bowers requested members to send in their paper clippings.

Municipal Clerk Week - Velma Gober encouraged all to attend the big day in Gulf Shores on May 18th. A "Clerk of the Year" will be named from the following nominations:

1. Fred G. Mott
2. Dan Tunmire
3. Bettie Scott
4. James E. Wilson
5. Marilyn Grubbs
6. Ruby C. Neeley
7. Iris Evans
8. Dorothy Ashworth
9. Earline F. McKinley
10. Rebecca E. Lott

Constitution Review Committee - Barbara Baggett presented the following recommendations for consideration:

### ARTICLE III

#### MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization.

MEMBERSHIP CLASSES - VOTING RIGHTS. There shall be two classes of membership. That of the ACTIVE MEMBER and that of LIFE MEMBER. Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality. The name of a proposed life member shall be presented first to the Executive Board who will make a recommendation to the membership prior to the vote.

(This section previously read: "There shall be only one class of membership that of the active member".)

### ARTICLE IV

#### OFFICERS AND TERM OF OFFICE

2. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the elected officers and the Immediate Two Past Presidents. The Executive Committee shall conduct the routine business of the organization except for matters that require a vote of the general membership. The President shall serve as the Chairman of the Executive Committee.

(This section previously read: "The Executive Committee shall consist of the elected Officers, the Immediate Past President, and a number of Directors chosen as described in Section 3 below".)

### ARTICLE VI

#### MEETING

The fiscal and administrative year shall be effective June 1st each year.

(This addition to this section is in accordance with action taken at the April, 1982, meeting.)

A motion was made by Mary Largin to adopt the recommended changes to the Constitution as presented. The motion was seconded by Milton Stuckey and unanimously carried by oral vote.

PRESIDENT'S ANNUAL REPORT:

President Bettie Scott highlighted the events of 1983-84 as follows:

1. Clerk's Day at Noccalula Falls was hosted by Etowah County Clerks. Part of the activities included naming Martha Elrod "Clerk of the Week".
2. On May 18th, Gulf Shores will be the site for Clerk's Day and at that time a "Clerk of the Year" will be named.
3. AAMC had an increase in membership and CMC's now number 50 plus.
4. First advanced academy for CMC's was well attended.
5. There was a noted increase of activities in the various districts.

OLD BUSINESS:

Overall Finance Review Committee - Zane Burleson made the following recommendations:

1. ANNUAL DUES be increased from \$10.00 to \$20.00, due and payable by June 1, 1984.
2. AAMC PRESIDENT'S EXPENSES be paid by AAMC to attend the IIMC Convention. The committee leaned toward paying a set amount rather than open expenses; however, since the Alabama League Convention and IIMC Convention will have conflicting dates, the committee recommends the request be tabled.

Norma Willis made a motion to adopt the committee's recommendations. The motion was seconded by John Baker and unanimously carried by oral vote.

NEW BUSINESS:

IIMC District Meeting - Jack Bailey reported on the first District Meeting held in Atlanta. Approximately 18 people attended, representing 4 States. Also present was the IIMC President, Lyall Schwarzkopf.

Policy guidelines were discussed and a proposal was offered to amend the Constitution, changing the number of Vice-Presidents from 5 to 2. This would speed up the chain of process toward President by 3 years.

Certificates of Appreciation - President Bettie Scott presented certificates to all who had served in some position during her year as president.

District Chairpersons - The chairpersons who have been named for the following year are as follows:

<u>Dist. #</u>	<u>Name</u>	<u>Dist. #</u>	<u>Name</u>
2	Jean Rector (Millport)	9	Velma Gober (Wetumpka)
3	Willie Mae Dennis (Pelham)	11	Gail Busby (Decatur)
4	Jane Shockley (Heflin)	12	Betty Benson (Madison)
8	Dorothy Ashworth (Summerdale)	13	Marilyn Grubbs (Homewood)





11/15/84  
to 8:00 a.m.  
11/15/84

NOVEMBER 15, 1984

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the University of Alabama in Tuscaloosa on the above date. President Dan Tunmire presided and introduced members seated at the head table.

Mr. Tunmire recognized Ms. Iola Stone, President of International Institute of Municipal Clerks, who was present and also seated at the head table. Ms. Stone is Clerk-Treasurer of the City of Elberton, Georgia. She spoke to the group on activities of Region 3 of the Alabama Association and the International Institute.

Secretary Zane Burleson stated the minutes of the last meeting were distributed to each member through the "Clerk's Chatter". Jackson Bailey moved to adopt the minutes as written and distributed. The motion was seconded by Mary Potter and approved by the Association.

The secretary read a letter from L. P. Godin of Region 10 IIMC, Medicine Hat, Canada soliciting AAMC to endorse by Resolution a request to IIMC to bestow Honorary Membership upon Frank Byrne who is responsible for obtaining the 1985 IIMC Conference in Banff, Alberta.

Mr. Jackson Bailey, City of Birmingham, moved that the following resolution be adopted:

R E S O L U T I O N

WHEREAS, Mr. Frank L. Byrne, retired City Clerk of Calgary, Alberta, has been nominated for Honorary Membership in the International Institute of Municipal Clerks, and

WHEREAS, the outstanding contributions made by Mr. Byrne to the International Institute of Municipal Clerks have enhanced the professionalism of its members and are deserving of the highest recognition,

NOW, THEREFORE, BE IT RESOLVED that the Alabama Association of Municipal Clerks and Administrators does heartily endorse the nomination of Mr. Frank L. Byrne for election as an honorary member of the International Institute of Municipal Clerks.

ADOPTED by the members of the Alabama Association of Municipal Clerks and Administrators in Regular Session, this 15th day of November, 1984.

ATTEST:

\_\_\_\_\_  
Dan Tunmire, CMC  
President

\_\_\_\_\_  
Zane E. Burleson  
Secretary

The motion was seconded by Linda Vanden Bosch. After a voice vote, the President declared the motion carried and the resolution adopted.

The Treasurers Report was given by Velma Gober as follows:

Beginning Balance		\$4,596.56
Deposited		3,460.00
Interest	\$23.95	183.76
	55.01	<u>\$8,240.32</u>
	53.50	
Interest W.H.	10.70	
	62.00	

EXPENSES:

Printing	\$433.68	
Receipt Book	2.73	
Sheraton	27.07	
Dan	28.52	<u>492.00</u>

\$7,748.32

REPORTS

Sarah Mays, Editor of Clerk's Chatter, requested more participation from the Districts in submitting news items for the Chatter. She also needs list of new clerks to update mailing list.

Evelyn Phillips, Fairhope, reported for Education Committee stating it was a good year in Certification Training. The Certification Institute met in March with 32 pupils and three graduates. A second session was held in August with 29 pupils and seven graduates. The first Advanced Institute (following completion of CMC or completion of the six sessions of the Training Institute) was held in March with 29 enrolled.

The next Training Institute will be February 17, 19, & 20, 1985; the Advanced Institute will be March 5, 6, and 7. Brochures were made available to clerks interested in certification training.

Carolyn Harris, Creola, reported for the Scrapbook Committee, and requested the districts to submit newspaper articles about city clerks to her for inclusion in the scrapbook. The scrapbook will be available for review at the League Convention in Montgomery in the spring.

Gail Busbey reported for the Brochure Committee stating this committee was appointed for the purpose of compiling an information brochure on the Alabama Association of Municipal Clerks & Administrators. The brochure will explain the Association's purposes, the programs available, and also serve as an application for membership in the Association. It is anticipated that the brochure will be completed and available to the membership in the near future.

Mignon Bowers, reporting for the Membership Committee, encouraged all district directors to continue their efforts to contact each clerk in their respective district. She reminded all present that membership is a continuing process and we all should be ever mindful to encourage new membership.

#### MUNICIPAL CLERKS' WEEK

It has been tentatively decided that the Municipal Clerks' Week celebration in May, 1985 will be at Guntersville on Lake Guntersville. All the details are not complete at this time but information will be forthcoming.


#### DISTRICT 3 IIMC MEETING

Applications and information on this meeting to be held in Orlando is available to anyone interested in attending. District 3 consists of Alabama, Florida, Georgia, South Carolina and North Carolina.

#### RECOGNITION

Certificates were presented to the following for attending five sessions of the AAMCA: Diane Barnett, Gail Busbey, Marilyn Grubbs, Dorothy Lee, Peggy Lee, Frank Little, Thomas Luke, Jerry O'Neal, Barbara Partain, Sue Price, Dan Tunmire, Bertha Wilkins, Johnny Myers, and Iola S. Stone.

There being no further business, the meeting was adjourned.

  
Zane E. Burleson  
Secretary

MAY 21, 1985  
 Clerks' Meeting at the  
 Alabama League of Municipalities Convention

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held on the above date at a breakfast meeting held at the Civic Center in Montgomery, Alabama.

President Dan Tunmire, Hueytown, presided and Bettie Scott, Pell City, offered the invocation.

The president introduced the following guests seated at the head table:

Martha Elrod, Association Vice-President, Clerk of Gadsden; Zane Burlison, Association Secretary; Clerk of Opelika; Velma Gober, Association Treasurer, Clerk of Wetumpka; Past Presidents: Bettie Scott, Pell City, Carolyn Mazingo, currently of Montgomery, Willie Mae Dennis, Pelham, who retired this fall; and Mayor Steve Means, City of Gadsden.

Dan Tunmire expressed appreciation to AmSouth Bank for sponsoring the second annual breakfast and Mr. John Baker, Clerk of the City of Montgomery, presented a plaque of appreciation to Mr. Lloyd Adams, officer of AmSouth, Montgomery.

REPORTS

Secretary Zane Burlison stated minutes of the last meeting were distributed to members through the Clerks' Chatter and moved to approve them as written. The motion was seconded and unanimously approved by the Association.

Treasurer Velma Gober presented the following Treasurer's report:

Beginning Balance		\$4,596.56
Income:		
Interest	\$ 481.02	
Dues	3840.00	
Pins	140.00	
Other	850.00	
AmSouth	600.00	
	\$5911.02	\$10507.58
Expenses:		
Receipt Book	\$ 2.73	
Sheraton	27.07	
Ramada Inn	43.14	
Gift-League	27.45	
Dan Tunmire	28.52	
Printing/Postage	835.57	
Other	1000.00	
	\$ 1971.68	
Ending Balance as of May 21, 1985		\$ 8535.90

A resolution, sponsored by the Association officers and past presidents, was introduced and read in full by Earl Tisdale in recognition of Dr. L. Franklin Blitz' retirement as Professor of Political Science at the University of Alabama.

Mr. Tisdale moved to adopt the resolution. The motion was seconded and unanimously approved by the Association. (A copy of the resolution is made part of the minutes).

Dr. Blitz was presented an original bound copy of the resolution after which he expressed his appreciation for the privilege of working with the Association.

Further tribute was paid to Dr. Blitz by the City Council of Andalusia, a gift from District 8 presented by Diane Barnett, and a letter from Mayor Gordon of Hueytown.

#### COMMITTEE REPORTS WERE PRESENTED AS FOLLOWS:

Bettie Scott, Chairperson for "Municipal Clerk of the Year", announced that the 1985 Clerk of the Year is Dr. Frank Blitz.

Education Committee Chairperson Evelyn Phillips stated there were 28 members enrolled in the advanced class last year; 32 were enrolled in the Summer Institute with 6 graduates; the February class had 29 enrolled with 4 graduates and 11 new members. Ms. Geri Stone of the University of Alabama will succeed Dr. Blitz in the training program.

Nominating Committee Chairperson Barbara Baggette presented the slate of officers for 1985-86 as follows and moved that they be elected.

Martha Elrod - President  
Zane Burleson - Vice President  
Velma Gober - Secretary  
Evelyn Phillips - Treasurer

The motion was seconded by Grady Ellison and unanimously approved by the Association.

President Dan Tunmire expressed appreciation to all members for the cooperation and assistance he had received during his term as President of the Association. He called on Steve Means, Mayor of the City of Gadsden and President of the League of Municipalities, to install the 1985-86 officers.

The new President, Martha Elrod, assumed the Chair and presented a Plaque of Appreciation to Dan Tunmire for his service to the Association. Dan stated that all standing committees were hereby dissolved and Martha Elrod proceeded to appoint new committees as follows:

Brochure Committee - This committee was reinstated since the project was not completed. Members are: Gail Busbey, Chairperson, Judy Flipppo, Barbara Baggette, Jane Phillips, and Earl Tisdale, Advisor

Education Committee - Linda Vanden Bosch, Chairperson; Don Howell, Sharon Davis, Britt Thomas; Carolyn Thomas, Jackie Ulreach, Mignon Bowers, Gary Bean.

Clerks' Day will be chaired by Lena Kennamen, Guntersville and Gail Duffey, Scottsboro. Clerks' Day will be celebrated next year in Guntersville on May 3. Contact the city clerk of Guntersville (582-2021) for room reservations if you plan to spend the night.

Clerk of the Year will be chaired by Barbara Baggette.

Scrapbook - Sue Price of Southside and Dot Lee of Rainbow City

Clerks' Chatter - Dan Tunmire, Editor

Special Projects:

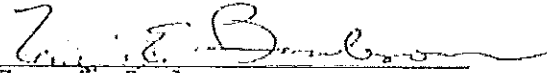
Clerks' Cookbook - Betty Benson, Madison and Carolyn Harris, Creola, Co-chairman.

District Chairmen:

- District 1: - Barbara Partain
- 2 - Sharon Davis
- 3 - Gladys Prentice
- 4 - Carl Cole
- 5 - Doris Roten
- 6 -
- 7 - Roland Carter
- 8 - Merle Shambo
- 9 - Ruby Kennedy
- 10 - Linda Hamby
- 11 - Gail Duffey
- 12 - Mignon Bowers
- 13 - Thelma Moon

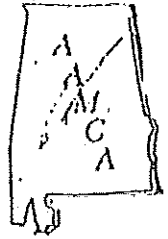
This year Vice-President Zane Burleson will serve as Chairman of District Chairmen.

There being no further business to come before the Association, the meeting was adjourned.

  
Zane E. Burleson  
Secretary

ALABAMA ASSOCIATION of  
MUNICIPAL CLERKS and  
ADMINISTRATORS

RESOLUTION



WHEREAS, Doctor L. Franklin Blitz is retiring from his position as Professor of Political Science and Associate Director of the Center for Administrative and Policy Studies at the University of Alabama, and,

WHEREAS, Doctor Blitz initiated an Annual Management Training Institute for Municipal Clerks at the University in 1966 and has planned and conducted the Institute each year since that date, and, additionally, has conducted special Training Courses for Municipal Clerks at each Annual Convention of the Alabama League of Municipalities, and,

WHEREAS, Doctor Blitz encouraged and assisted Municipal Clerks in the founding of the Alabama Association of Municipal Clerks and Administrators in 1970 and has served continuously as Friend and Advisor to the Association, and,

WHEREAS, Doctor Blitz worked diligently with the Association to establish a Certified Municipal Clerk Training Program accredited by the International Institute of Municipal Clerks and he personally wrote the curricula for the Programs and has conducted each session since the beginning of the Basic Program in 1979 and the Advanced Education Institute in 1984, and,

WHEREAS, Doctor Blitz has constantly demonstrated outstanding knowledge of municipal administration and management, exemplary ability as a teacher, and unusual wisdom as a consultant, and has endeared himself to all Municipal Clerks and Administrators by his interest in their work, his many visits to municipalities in the State, his willingness to assist with problem at any time, his sage advice, his infectious humor, and his sincere friendship,

NOW, THEREFORE, BE IT RESOLVED that the members of the Alabama Association of Municipal Clerks and Administrators extend to Doctor Blitz their profound appreciation for his many years of devoted service and their heartfelt wishes for his continued health, happiness, and prosperity in retirement, and,

BE IT FURTHER RESOLVED that Doctor L. Franklin Blitz be, and he hereby is, elected and proclaimed an HONORARY MEMBER IN PERPETUITY of the Alabama Association of Municipal Clerks and Administrators, and,

BE IT FURTHER RESOLVED that this Resolution be presented to Doctor Blitz and be spread upon the minutes of the Association, and that copies be furnished to the President of the University of Alabama and to the news media.

ADOPTED by the Alabama Association of Municipal Clerks and Administrators in congress assembled at Montgomery, Alabama, this 21st day of May, 1985.

*Dan Tunmire*  
DAN TUNMIRE, CMC  
President

*Martha Elrod*  
MARTHA ELROD, CMC  
Vice President

*Zane E. Burleson*  
ZANE BURLESON  
Secretary

*Velma Gober*  
VELMA GOBER, CMC  
Treasurer

*Bud Porch*  
BUD PORCH  
Past President

*Mary Potter*  
MARY POTTER, CMC  
Past President

*Earl Tisdale*  
EARL TISDALE, CMC  
Past President

*Barbara Baggett*  
BARBARA BAGGETTE, CMC  
Past President

*Carolyn Mozingo*  
CAROLYN MOZINGO, CMC  
Past President

*Norma Willis*  
NORMA WILLIS  
Past President

*Bettie Scott*  
BETTIE SCOTT, CMC  
Past President

November 15, 1985  
Birmingham, Alabama

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Sheraton Perimeter, Birmingham, Alabama at a luncheon meeting this date. President Martha Elrod presided.

President Elrod introduced the officers and recognized Mary Largin with a 10 year certificate.

Minutes of the last meeting had been sent out by Zane Burleson, Secretary. John Baker offered a motion that the minutes be approved as circulated. Motion was seconded by Bobbie Baggett. On voice vote the motion carried.

Evelyn Phillips, Treasurer, submitted the following report:

Balance at last report, 21 May 1985:		\$8,535.90
Income:		
Blitz Fund	\$985.00	
Interest	106.34	
Refund (Bal of Plaque Fd)	42.60	
Dues	2,380.00	\$3,513.94
Total Funds:		\$12,049.84

Expenses:

(Convention expenses paid by V. Gober)		
Blitz Gift	\$1,000.00	
Printing, Plaques, Food		
Postage	932.72	
Printing	360.28	
Bank Endorsement Stamp	14.04	
Postage	332.18	2,639.22

FUNDS ON HAND, 12 NOVEMBER 1985                   \$9,410.62

Norb Ostrye offered a motion that the report be approved. Motion was seconded by Ruby Kennedy. On voice vote the motion carried.

Twenty new members were introduced.

Zane Burleson gave a report on District Director's.

Sue Price gave a report on the scrapbook.

Mary Largin suggested a picture directory for the association. President Elrod appointed Mary Largin chairman of a committee for picture directory.

Betty Benson gave a report on the Cookbook Committee. She asked that recipes be sent to her and stories for sale of it to the book.

Dan Lunnire gave a report on the Parental Fund. Parental must be sent to Dan by 15th of each month. The next month's



chatter.

Gail Busby gave a report from the Brochure Committee.

Jack Bailey reported on IIMC. Jack serves on IIMC Board of Directors.

Linda Vandenbosch gave a report from the Education Committee. CMC meeting will be February 17-19 and Advanced Education meeting will be March 3-5.

Linda introduced the Education Committee to the group. John Baker commended the President and Education Committee on organizing a very good program.

Clerk's Day is May 3rd at Guntersville State Park. Discussion was opened to the floor for selection of City Clerk of the Year. After very lengthy discussion, Earl Tisdale offered a motion that each district select a nominee and send to the Clerk of the Year Committee along with a resume. Motion was seconded by Norb Ostrye and upon voice vote the motion carried.

President Elrod dissolved the previous Nominating Committee and appointed a new one as follows: Robbie Baggett, Chairman, Dan Tunmire, Frances Parrish, Britt Thomas.

President Elrod gave a President's report.

There was no new business.

The following five year certificates were presented:

Mignon Bowers	Roland Carter
Dianne Elliott	Betty Marbut
Sheila Miller	Frances Parrish
Kathleen Reeves	Jimmie Lou Stone
James Trimm	Linda VandenBosch
Joyce Wade	

The following ten year certificates were presented:

Mary Owen Brisker	Martha Elrod
Velma Gober	Dot Henry
Mary Largin	

The following fifteen year certificate was presented:

Mabel Poindexter

Honorable mention for 19 years attendance was Gladys Prentice and Bettie Scott.

There being no further business, on motion duly seconded, the meeting was adjourned.

Respectively submitted,

Velma N. Lober, Secretary

May 20, 1986  
Mobile, Alabama

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Riverview Plaza, Mobile, Alabama at a breakfast meeting this date.

President Martha Elrod presided.

President Elrod introduced the head table and guests. She also recognized the past Presidents of AAMCA.

Minutes of the last meeting were made available to the group. Norb Ostrye offered a motion that the minutes be approved as presented. Motion was seconded by Roland Carter and upon voice vote the motion carried.

Betty Benson gave a report on the cookbook.

Sue Price Overstreet gave a report on the scrapbook.

President Elrod introduced the Chairman of each district.

Thelma Moon gave a report on IIMC happenings. Birmingham has been selected for a regional meeting in January 1987. AAMCA will host this meeting.

The following report was submitted by Treasurer:

Balance at last report, November 12, 1985		\$9,410.62	
Income:			
Sponsors, Nov Meeting	\$3,550.00		
Interest	217.74		
Pins	40.00		
Dues	1,620.00	\$5,427.74	
Total Funds:			\$14,838.36
Expenses:			
Nov Meeting	\$3,170.30		
League Xmas Gift	24.52		
Letterheads	20.00		
Plaques "Past President			
Clerk of the Year	177.34		
CHATTER Postage & Permit	386.22	\$ 3,778.38	
Funds on Hand May 20, 1986			\$11,059.98

Lena Kennemer gave a report on Clerk's Day at Guntersville.

President Elrod gave a report on the year and made a few comments to the group.

As Chairman of the Nominating Committee, Dan Tunmire submitted the following nominations for 1986-87:

Zane Burlison, Opelika	President
Velma Gober, Wetumpka	Vice President
Evelyn Phillips, Fairhope	Secretary
Dan Howell, Gull Shores	Treasurer

Mary Potter offered a motion that the nominations be closed. Motion was seconded by John Baker and by a show of hands, the motion carried.

Mayor Huling of Opelika installed the new officers.

President Burlison pinned the past President with a President's pin.

President Burlison presented Past President Elrod with a beautiful needlework President's Plaque done by Bettie Scott, Pell City.

President Burlison dissolved all committees.

Velma Gober, Vice President, was appointed as Chairperson of District Directors.

Dan Tunmire was appointed Editor of Clerk's Chatter on a temporary basis.

President Burlison requested that anyone wishing to serve on a committee to please let him know. The committees will be published in Clerk's Chatter.

Betty Benson was appointed as Chairman of Cookbook.

Sue Price Overstreet was appointed as Chairman of the Scrapbook Committee.

New District Chairmen as follows:

Brenda Holmes District 12  
Thelma Moon District 13  
Dianne Barnett District 8  
Mignon Bowers District 12

Mary Potter offered a motion that the Association pay postage for letter on the scrapbook. Motion was seconded and received unanimous vote.

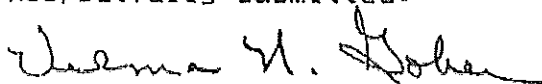
Thelma Moon recommended that the Association appropriate funds to help host IIMC in January.

Betty Benson offered a motion that the Association support Jack Bailey in whatever appropriation he needs for the occasion. Motion was seconded by Martha Elrod with the group vote unanimous.

President Burleson expressed his appreciation to the Association and to the Clerks and guests.

Upon motion made by Norb Ostrye, meeting adjourned.

Respectfully submitted:



Velma N. Gober, Secretary

21 November 1986  
Birmingham, Alabama

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Sheraton Perimeter, Birmingham, Alabama, at a luncheon meeting this date. President Zane Burleson presided.

President Burleson introduced the officers and Past Presidents Martha Elrod and Dan Tunmire. He also commended the Education Committee and their helpers on the well-planned and informative meeting.

Minutes of the last meeting had been made available by then Secretary Velma Gober. John Baker offered a motion that minutes be approved. Seconded by Mary Potter, motion carried.

Treasurer Don Howell announced that he did not have a Treasury Report ready but would make a full report at the next session. There is currently \$10,195.00 in the treasury at 31 October 1986.

Treasurer Howell presented the following 1986-1987 Budget for members consideration:

INCOME:		
Dues	\$ 4,000	
Pin Sales	100	
Interest	360	
Cookbooks	<u>3,000</u>	
Total Income		\$ 7,460
EXPENSE:		
IIMC Regional Mtg	\$ 1,000	
Cookbook Costs	3,325	
Printing/Postage	1,200	
Plaques	200	
Miscellaneous	<u>500</u>	
Total Expense		<u>6,225</u>
SURPLUS		<u>\$ 1,235</u>

Roland Carter moved to adopt Budget as presented. Seconded by Mary Potter, motion carried.

Jack Bailey reported on the plans for the IIMC Regional Meeting scheduled to be held at the Winfrey Hotel in Birmingham on January 8th and 9th, 1987. Helping Jack to plan this meeting are all the Jefferson County Clerks plus Mignon Bowers, Martha Elrod, and Earl Tisdale. Alabama is the host for the meeting. Jack advised that cost estimates are about \$7,200 and, to date, sponsors' commitments total only \$4,700...leaving a deficit of \$2,500. Jack and Mignon believe more sponsor funds will be committed; however, Jack requested the membership take a vote on underwriting the deficit even though only \$1,000 had been appropriated in the budget. After some discussion, Mary Potter moved that the budget appropriation be increased to \$2,000. Seconded by Roland Carter, motion carried.

Vice-President Velma Gober reported that she had visited, or would be visiting, the following District Meetings: District 7, District 8, District 12, and District 19.

Cookbook Chairman Betty Benson reported Cookbooks available. The books are to be sold for \$10.00 each. Betty said Clerks may take as many books as they feel they can sell and send the revenue to Treasurer Don Howell. A few of the books contain some errors...if you discover a problem, contact Don and the book will be replaced.

President Burlson announced the CLERK'S CHATTER would be edited and published by Richard Smith of Mobile, replacing Temporary Editor & Publisher Dan Tunmire. Dan has done an outstanding job for us since the CHATTER began but expressed his desire to be released from this responsibility as soon as another Editor could be obtained. Richard asked for support and contributions of news items from all.

Scrapbook Chairman Sue Overstreet advised that scrapbooks were available for viewing after the meeting. Sue asked that all Clerks send her a small photo of themselves and their birthdates.

Roland Carter and Linda Hamlon reported that plans were taking shape for Clerk's Day next May. The location is Lakepoint, an Alabama State Park in Eufaula. Date will be announced as soon as possible.

President Burleson announced the following "Clerk of the Year" Committee:

- Ruby Neely, Chairman
- Harold Gordon
- Gladys Prentice
- Richard Smith
- Gail Busby

Linda Vanden Bosch, Education Committee, asked that consideration be given to having the next November meeting held in Birmingham. Tommy Pow reported that the new Bryant Center in Tuscaloosa would not be ready in November, 1987, but should be ready by the first of 1988. Much discussion continued until Mary Potter moved to dispense with the discussion because it was premature. Seconded by John Baker, motion carried.

Mary Potter offered a motion that former Daphne City Clerk Barbara Ann Baggette be declared a Life Time Member. Seconded by Martha Elrod, motion carried.

Tommy Pow, University of Alabama Continuing Studies Program Manager, presented the following attendance certificates:

For 5 years: Hazel Brownlee, Zane Burleson, Alice Cotten, Sharon Davis, Judy Flippo, Shiela Kennedy, Louise Day.

For 10 years: Dorothy Ashworth, Hugh Mitchell, Alice Vandiver.

For 15 years: Jack Bailey, Harold Gordon.

For 20 years: Barbara Ann Baggette, Bettie Scott, Gladys Prentice

There being no further business, on motion duly seconded, the meeting was adjourned.

Respectfully submitted,

*Evelyn P. Phillips*  
Evelyn P. Phillips, Secretary

19 May 1987  
Huntsville, Alabama

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Huntsville Civic Center at a breakfast meeting this date.

President Zane Burleson presided. New members were recognized and welcomed.

Minutes of the last meeting had been published and made available to the membership in the CLERKS CHATTER prior to the meeting. Mary Potter moved to approve the minutes. Seconded by Mary Largin, motion carried.

Treasurer Don Howell advised there was \$9,576.00 in the treasury as of this date and an itemized report would be sent to the CHATTER for publication as soon as final expenses were reported to him. Mr. Howell presented the following 1987-1988 Budget for consideration:

A.A.M.C.A.		
BUDGET		
<u>1 JUNE 1987 - 31 MAY 1988</u>		
Income:	Membership Dues	\$ 4,000.00
	Pin Sales	200.00
	Cookbooks	2,000.00
	Interest	300.00
		<u>\$ 6,500.00</u>
Expense:	CLERKS CHATTER	\$ 1,350.00
	Plaques & Printing	200.00
	Officers & Board Expenses	750.00
	IIMC Education Fund	200.00
	Annual Meeting Expenses	1,000.00
	Reserve Fund	1,000.00
	Miscellaneous	500.00
		<u>\$ 5,000.00</u>
Surplus		<u>\$ 1,500.00</u>

Hugh Mitchell moved to accept the above budget. Seconded by Martha Elrod, motion carried.

President Burleson advised that steps to incorporate the Association as a non-profit organization are under way.



President Burlson advised Education Committee Chairman Linda Vanden Bosch was representing the Association at the IIMC convention in Texas and was not present to give a report for the Committee. President Burlson commended the outstanding job Linda and her committee did this year.

Richard Smith, Editor & Publisher of the CLERKS CHATTER, reported he needs more input from everyone for the newspaper.

Linda Hamlon and Roland Carter reported on a really great Clerk's Day held May 9th at the State Park in Eufaula. Much fun and fellowship was the order of the day and congratulations came from all around to Saraland's CMC: MARY POTTER---this year's selection for the Clerk of The Year Award.

Sue Overstreet reported good response to her Scrapbook Committee's plea for items of interest and asked for everyone to send a snapshot of themselves with the month and date of their birth on the back. Everyone is enjoying Sue's Birthday column in the CHATTER.

Betty Benson was not present to report on the Cookbooks but everyone was asked to send in their receipts as soon as possible and order another batch of books to sell.

President Burlson gave a report on the year, made a few comments of appreciation to fellow officers and committees, and gave out certificates of appreciation to District Directors.

As chairman of the Nominating Committee, Martha Elrod gave the following slate of nominees for the new year's Officers:

President	-	Velma Gober
Vice President	-	Evelyn Phillips
Secretary	-	Don Howell
Treasurer	-	Linda Vanden Bosch

President Burlson asked if there were any other nominees. Richard Smith nominated John Baker for the office of Treasurer, offering comments on John's past record and qualifications for the office. There being no other nominations, Roland Carter moved the nominations be closed. Seconded by Carolyn Thomas, motion carried.

Mary Potter moved for the election of the unopposed Officers. Seconded by Carol Harris, motion carried.

Martha Elrod was asked to give a few comments on her Committee's

nominee for Treasurer, Linda Vanden Bosch. Roland Carter then offered a motion to select the Treasurer by secret ballot. Seconded by Carol Harris, motion carried.

President Burleson appointed Past Presidents Mary Potter and Bettie Scott to collect and count the ballots and report the results. Vote qualifications were checked and verified to be 55. John Baker was elected to the office of Treasurer by the following vote: John - 34, Linda - 20, and 1 abstention.

President Burleson made a few closing remarks and introduced Mayor Jeanette Barrett of Wetumpka who administered the oath of office to the new Officers.

President Burleson dissolved all committees and presented the gavel to the new President, Velma Gober.

President Gober made a brief opening statement and thanked Zane for an outstanding year. She then appointed the following committees for the new year:

Education & Planning

G. Busby-Decatur-Chairman  
 A. Vandiver-Phil Campbell  
 H. Gordon-Alexander City  
 —K. Wright-Russellville  
 —R. Carter-Andalusia  
 L. Hamby-Lanett  
 T. Langham-Bay Minette  
 V. Gober-Wetumpka  
 E. Phillips-Fairhope  
 D. Howell-Gulf Shore  
 J. Baker-Montgomery  
 Dr. Tommy Pow-University of Alabama

Membership

L. VandenBosch-Greenville-Chairman  
 M. Elrod-Gadsden

Scrapbook

S. Price-Southside

Cookbooks

B. Benson-Madison

Picture Directory

M. Largin-Columbiana-Chairman  
 M. Barnett-Mount Vernon  
 G. Duffey-Scottsboro

Legislative

G. Prentice-Leeds-Chairman  
 S. Eason-Florence  
 S. Mayes-Pleasant Grove  
 D. Howell-Gulf Shores

CLERKS CHATTER

R. Smith-Mobile  
 G. Morgan-Mobile

Clerks' Day

S. Eason-Florence-Chairman  
 B. Benson-Madison  
 R. Neely-Huntsville  
 M. Bowers-Athens

Clerk of the Year

M. Potter-Saraland-Chairman  
 D. Lee-Rainbow City  
 J. Flippo-Graysville  
 C. Thomas-Marion

Budget

B. Thomas-Brundidge-Chairman  
 P. Barnes-Aliceville  
 E. Phillips-Fairhope  
 R. Kennedy-Prattville  
 J. Baker-Montgomery

Finance

Z. Burleson-Opelika-Chairman  
 D. Roten-Union Springs  
 D. Barnett-Citronelle  
 C. Harris-Creola

President Gober also announced the following District Directors. Vice President Evelyn Phillips will serve as Chairman of the District Directors.


District	
1	Barbara Partain-Hamilton
2	Sharon Davis-Greensboro
3	Frances Parrish-Helena
4	Brenda Holmes-Oxford
5	Linda VandenBosch-Greenville*
6	Cheryl Fultz-Linden
7	D. M. English-Elba
8	Eleanor Byrd-Silverhill
9	John Baker-Montgomery
10	Linda Hamby-Lanett
11	Gail Busby-Decatur
12	Gail Duffey-Scottsboro
13	Thelma Moon-Vestavia

\*It was later announced in the CLERKS CHATTER that Britt Thomas of Brundidge will serve as Director for District 5.

There was a brief discussion about the Reserve Fund in the new Budget. This fund is being set up as seed money for a future Scholarship Fund which will be awarded to deserving young college students who plan to pursue a career as City Clerks and/or Administrators on the municipal level.

There being no further business, meeting was duly adjourned.

Respectfully submitted,

  
Evelyn P. Phillips, CMC  
Secretary

MINUTES OF THE  
TWENTY-SECOND ANNUAL MEETING  
OF THE ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS

NOVEMBER 20, 1987

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The twenty-second annual meeting of the Alabama Association of Municipal Clerks and Administrators was held in Birmingham, Alabama, on November 20, 1987.

The meeting was called to order by President Thelma Gober at 12:45 p.m. Tommy Pow presented Certificates of Attendance to the following individuals:

5 YEARS

Jo Bates  
Betty Benson  
Rubye Kennedy  
Delma Lee  
Judy Livingston  
Mary Lee Reynolds  
Carolyn Thomas  
Patricia Wambles

10 YEARS

Gail Duffey  
Carolyn H. Finley  
Lois Hicks  
Don E. Howell  
Thelma R. Moon  
Ruby C. Neeley  
Evelyn P. Phillips  
Eleanor M. Shelton  
Britt Thomas

15 YEARS

Carl W. Cole  
Alta Jean McQueen  
Sara A. Mays

Dr. Pow then presented service awards to Zane Burleson, Past President, and Linda Vanden Bosch, Education Committee Chairperson.

Minutes of the May 19, 1987, meeting had been published previously in the "Clerk's Chatter" and made available to the membership prior to this meeting. Marilyn Grubbs moved to approve the minutes; seconded by Mary Potter; and the vote in favor of the motion was unanimous.

Treasurer John Baker submitted the following Treasurer's Report:

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS

NOVEMBER 20, 1987

Funds Transferred:

Gulf Shores Acct.	\$11,940.87	
Clerk's Day Acct.	<u>1,159.86</u>	
		\$13,100.73

Income:			
	Sponsors, Nov. Meeting	2,200.00	
	Dues	2,780.00	
	Interest	<u>150.91</u>	
			<u>5,130.91</u>
Total Funds			<u>18,231.64</u>
Expenses:			
	Chatter Postage	290.00	
	Plaque, Past President	33.94	
	Flower, Frank Little	29.70	
	Officer's Travel	663.34	
	Committee Meeting	171.09	
	Postage Treasures	22.00	
	Receipt Book Treasures	<u>11.97</u>	
			<u>1,221.58</u>
Funds Balance			<u>17,010.06</u>

Mary Potter moved to approve the report as submitted; seconded by Dan Tunmire; and the vote in favor of the motion was unanimous.

Gail Busby, Education and Planning Committee, gave the meeting's attendance report and a report on the number of Clerks who recently completed certification training.

Glenda Morgan gave a report on the "Clerk's Chatter".

Mary Potter reported for the "Clerk of the Year" Committee, and stated she had sent inquiries to each District Director requesting one nomination from each District, and asking that these be submitted to the Committee by April 1, 1988.

Martha Elrod, Membership Committee, reported that the organization has 243 members to date.

Sue Price, Scrapbook Committee, made a plea for more material to be inserted in the scrapbook. She asked that the members send pictures with information noted on back, and she also needs birth dates.

Betty Benson, Cookbook Committee, reported that quite a few books have been sold. She reminded the members that this is a good product, and we still have books to sell.

Steve Eason and Ruby Neely, Clerk's Day Committee, proposed that the Northwest area of the state be selected for the May 1988 Clerk's Day, and further that the Clerks' activities be held on Friday before the League Meeting and ending by noon on Saturday. This would allow time to get to the League meeting by Saturday P. M. A showing of hands indicated a division among the members as to acceptance of the proposal. It was agreed that the Committee would make the decision.

Mr. Jack Bailey, IIMC Committee Representative, briefed the members on the benefits of membership in the IIMC and pointed out the educational and certification training programs which are available. He also explained the application process for those who would like to attend and might be unable to afford the cost.

Mr. Bailey announced his candidacy for Second Vice-President from Region 3, the election to be held at the Annual Meeting in Spokane, Washington. He urged members to attend the Regional Meeting in Atlanta for a show of support, and especially urged attendance in Spokane.

The following Resolution was read and introduced by Dan Tunmire:

ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS

RESOLUTION

WHEREAS, Jackson B. Bailey, CMC, AAE has served as City Clerk of Birmingham Alabama since 1968, following periods of service with the City as a planner with the Community Development Department and as Administrative Assistant to the City Council; and

WHEREAS, he is a charter member of the Alabama Association of Municipal Clerks and Administrators having served as Chairman of the Education Committee and providing leadership in developing the Certification Program for Municipal Clerks in conjunction with the University of Alabama; and

WHEREAS, Mr. Bailey has been a member of the International Institute of Municipal Clerks since 1968 and has attended all the annual conferences, serving as moderator and panel member at seminars and workshops, served as State Membership Chairman, member of the IIMC Education Committee, Academy Committee, Goals Steering Committee, and the Agenda and Internal Rules of Council Committee; and

WHEREAS, he was elected to the IIMC Board of Directors from 1974 to 1977, appointed by the Board to fill an unexpired term in 1980 and re-elected to the Board of Directors from 1984 to 1986, attending all Board meetings during his tenures in office; and

WHEREAS, the members of the Alabama Association of Municipal Clerks and Administrators have full confidence and trust in Mr. Bailey's ability to serve in an outstanding manner as Second Vice President of the International Institute of Municipal Clerks and to work for the best interests of all members of IIMC; now therefore

BE IT RESOLVED that the Alabama Association of Municipal Clerks and Administrators hereby endorses and supports Jackson B. Bailey, CMC, AAE as the nominee from Region III as Second Vice-President of the International Institute of Municipal Clerks.

Adopted this the 20th day of November assembled in official session at Birmingham, Alabama.

Don Howell, Secretary

Velma Gober, President

The motion to adopt the Resolution was seconded by Mary Potter; and upon the vote, passed unanimously.

President Gober made several comments, urging full support for Jack's candidacy.

Mr. Earl Tisdale was recognized and provided an explanation of the election process, the size of the organization, and the worldwide campaigning that goes on for I.I.M.C. office. He further stated that this is the first time someone from Alabama has been a candidate, and he urged members to attend the meeting in Spokane. No absentee ballots will be allowed.

Earl further stated that the campaign is an expensive one because of such things as postage, brochures, entertainment, and attendance at regional meetings to gather support. He requested that the Association make funding available up to \$2,000 for campaign expenses. Discussion was held.

Earl Tisdale then moved to authorize the Treasurer to disburse funds as needed up to \$2,000. The motion was seconded by Martha Elrod.

Following considerable discussion, John Newberry offered an amendment to the previous motion to increase the amount to \$4,000. Earl Tisdale accepted the amendment.

The amended motion was then seconded by Martha Elrod, and in further discussion Zane Burleson expressed support for the \$4,000 amount. Upon the question, the motion to amend the original motion carried unanimously.

President Gober then re-stated the motion, as amended, and upon the question, the vote in favor of the motion was unanimous.

Jack Bailey expressed his thanks for the members' support.

Evelyn Phillips, Vice President, reported on her attendance at District Meetings across the State, and the valuable experience which this provided. She stressed the importance of the active Districts who are the backbone of the organization. Ms. Phillips recognized the Chairman of each District.

Zane Burleson, Finance Committee, presented the following report regarding structure of dues, and explained that the proposed schedule is a more equitable one and will conform to the State and National organization's dues structure, since it is based on population. Mr. Burleson recommended that the new schedule be adopted. Marilyn Grubbs moved for the adoption of the new schedule; seconded by Gladys Prentice; and upon the vote of members present, the motion carried.

Gail Duffey gave a report on pictures for the directory, and reminded members that they have only five weeks to send in a black and white photograph to appear in the directory.



Gladys Prentice, Legislative Committee, stated that her committee is considering possible changes in election procedure, and that additional study is needed. She gave the background and an explanation of By-Laws and the procedures for elections, which was followed by a general discussion.

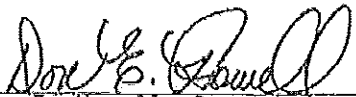
Gladys Prentice moved to amend Article 4 - Officers and Term of Office, to provide that elections be held at the annual Municipal Management Training Institute in November, and further that the current officers continue to serve until the election in November 1988; seconded by Marilyn Grubbs, and the vote of the members was unanimously in favor of the motion.

President Gober recognized the new members in the Association, and also gave recognition and thanks to committee members and sponsors. She reminded the members present of the I.I.M.C. Regional Meeting in Atlanta, and of the importance of their support for Jack Bailey.

Betty Benson moved to give Jack half of the remaining cookbooks to hand out as gifts during his campaigning; seconded by Frances Parrish; and the motion carried unanimously.

President Gober then commented on the work of the members and committees and commended Tommy Pow for his work toward this Conference.

There being no further business, President Gober declared the meeting adjourned.

  
\_\_\_\_\_  
Don E. Howell, Secretary

MINUTES OF THE  
 TWENTY-THIRD ANNUAL MEETING  
 OF THE ALABAMA ASSOCIATION OF MUNICIPAL  
 CLERKS AND ADMINISTRATORS  
 MAY 24, 1988

The twenty-third annual meeting of the Alabama Association of Municipal Clerks and Administrators was held in Birmingham, Alabama on May 24, 1988, in conjunction with the Alabama League of Municipalities Annual Convention.

President Velma Gober opened the meeting at 3:00 P. M. with congratulatory remarks to the City Clerks for their presentation on elections, then called the meeting to order.

Ms. Gober announced that the minutes of the 22nd Annual Meeting of the Association had been published in the "Clerk's Chatter." Whereupon, Dan Tunmire moved for the adoption of the minutes as presented; seconded by Mary Potter; and the vote in favor of the motion was unanimous.

John Baker then submitted the following Treasurer's Report and briefly reviewed the report:

ALABAMA ASSOCIATION OF MUNICIPAL  
 CLERKS AND ADMINISTRATORS

May 24, 1988

Balance at Last Report		
20 November 87		\$17,010.06
Income:		
Sponsors, Nov. Meeting	\$ 800.00	
Dues	1,630.00	
Interest	493.53	
Cook Books	280.00	
Pins	<u>30.00</u>	
		<u>3,233.53</u>
Expenses:		
Chatter Postage	429.60	
Officers Travel	165.39	
Treasurer Brief Case	41.03	
Univ. of Ala., Nov. Meeting	2,700.00	
Band, Nov. Meeting	900.00	
IIMC Education Foundation	200.00	
Flowers	<u>29.70</u>	
		<u>4,465.72</u>
Fund Balance		<u>\$15,777.87</u>

Whereupon, Mary Potter moved to approve the report as submitted; seconded by Alice Vandiver; and the vote in favor of the motion was unanimous.

In the absence of Martha Elrod, John Baker gave the report on membership; present total, 256 members. It was announced that the picture directory should be available at the November Workshop or sooner, perhaps September or October.

Gladys Prentice, Chairperson of the Legislative Committee, stated that the recommendations of the Committee had been published in the Clerk's Chatter. She then read the full recommendations of the Committee and, upon discussion, it was determined that the office of Vice President, listed in the third paragraph of the report (attached), should be deleted, so that the sentence would read as follows:

"The Treasurer and Secretary will be elected from the General membership and not necessarily elevated to the next highest office."

Lengthy discussion was held concerning the timing for runoff election and some other points of the recommendations. Following discussion, Mary Potter moved for the adoption of recommendations, with the change noted above; seconded by Dee Dee Halsop; and the vote in favor of the motion was unanimous.

Velma Gober let a discussion regarding the appropriation to the John G. Burton Educational Fund, during which there was a lengthy discussion as to the purposes and uses of the fund. Whereupon, Zayne Burlison moved to appropriate \$500 to the John G. Burton Fund; seconded by Dan Tunmire. Two members voted in opposition to the motion; vote of the remaining members was in favor of the motion; motion carried.

President Velma Gober read the following resolution regarding the IIMC Educational Fund as it appeared in the Clerk's Chatter, and suggested an appropriation of \$200 annually. Dan Tunmire, member of the IIMC Educational Committee, made a presentation and led discussion regarding the IIMC Educational Fund, then moved to approve the resolution as presented; seconded by Mary Potter; and the vote in favor of the motion was unanimous.

Britt Thomas, Chairman of the Budget Committee, then presented the following proposed budget (June 1, 1988 through May 31, 1989) for consideration:

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS

Proposed Budget

INCOME

Dues	\$ 5,000
Interest	500
Miscellaneous (Pins, Cookbooks, etc.)	100

\$ 5,600

## EXPENSES

Clerks Chatter	1,200	
Plaque Past President	70	
Officers' Travel	1,000	
IIMC Convention Expense	500	
Annual Meeting Expense	1,000	
Miscellaneous	500	
IIMC Educational Fund	200	
John Burton Fund	<u>500</u>	
		<u>4,770</u>
REVENUE OVER EXPENDITURES		\$ 830

Discussion was held regarding the IIMC Convention expense and the possibility of increasing the amount to \$500 or \$800. Further, it was noted that prior action authorized \$200 to IIMC Educational Fund and \$500 to John Burton Fund, which amounts were duly inserted into the budget as presented.

Whereupon, Dan Tunmire moved to approve the budget as presented; seconded by Mary Potter; and the vote in favor of the motion was unanimous.

John Baker reminded everyone to send in their dues.

Britt Thomas stated that he hoped the new procedures regarding election of officers would not cause any dissension among our association members. He stressed that it is important that we stick together and work toward common goals; therefore, he would hate to see anything interfere.

There being no further business to come before the Association, the meeting was adjourned.

  
 Don E. Howell, Secretary

MINUTES OF THE  
 TWENTY FOURTH ANNUAL MEETING  
 OF THE ALABAMA ASSOCIATION OF MUNICIPAL  
 CLERKS AND ADMINISTRATORS  
 NOVEMBER 17, 1988

The twenty fourth annual meeting of the Alabama Association of Municipal Clerks and Administrators was held in Birmingham, Alabama on November 17, 1988, in conjunction with the 23rd Annual Municipal Management Training Institute for City Clerks and Administrators Conference.

The meeting was called to order by President Velma Gober.

Ms. Gober stated that 150 members had pre-registered for the conference and total attendance was approximately 155 - 170.

Ms. Gober announced that the minutes of the 23rd Annual Meeting of the Association had been published in the "Clerk's Chatter." Whereupon, John Baker moved for the adoption of the minutes as presented; seconded by Martha Elrod; and the vote in favor of the motion was unanimous.

John Baker then briefly reviewed and submitted the following Treasurer's Report:

ALABAMA ASSOCIATION OF MUNICIPAL  
 CLERKS AND ADMINISTRATORS  
 November 17, 1988

Balance at Last Meeting 24 May 1988	\$15,777.87
--	-------------

INCOME:

November Meeting Sponsors	\$2,050.00	
Dues	3,195.00	
Interest	495.76	
Clerk's Day	1,120.00	
Cook Books	90.00	

6,950.76

EXPENSES:

Chatter's Postage & Handling	960.00	
Officers' Travel	205.61	
IIMC Education Foundation	200.00	
John Burton Funds	500.00	
Clerk's Day	1,164.98	

3,030.59

FUND BALANCE

\$19,698.04

Whereupon, Roland Carter moved to approve the report as submitted; seconded by Zane Burleson; and the vote in favor of the motion was unanimous.

Martha Elrod reported that the total membership of the association was now 266 members.

It was announced that printing problems had delayed the delivery of the picture directory.

President Velma Gober recognized and thanked the District Chairpersons for their support. They are:

DISTRICT	DIRECTOR
I	Barbara Partain, Hamilton
II	Sharon Davis, Greensboro
III	Dee Dee Heslop, Pelham
IV	Brenda Holmes, Oxford
V	Britt Thomas, Brundidge
VI	Cheryl S. Miller, Linden
VII	D. M. English, Elba
VIII	Anne Byron, Tarrant
IX	John Baker, Montgomery
X	Linda Hamby, Lanett
XI	Gail Busbey, Decatur
XII	Gail Duffey, Scottsboro
XIII	Thelma Moon, Vestavia Hills

The President called for committee reports. Each committee chairperson introduced their respective committee members.

Education and Planning	- Gail Busbey
Clerk's Chatter	----- Richard Smith
Clerks Day	----- Steve Eason
Clerk of the Year	----- Mary Potter
Membership	----- Martha Elrod
Budget	----- Britt Thomas
Scrapbook	----- Sue Price
Finance	----- Zane Burleson
Legislative	----- Gladys Prentice
Booths/Exhibits	----- Jack Bailey/Linda VandenBosch

Jack Bailey offered his appreciation to the association for their support during his candidacy for Vice President from Region 3 of the I.I.M.C. at the Annual Meeting in Spokane, Washington.

Mr. Bailey announced that the 1989 International Institute of Municipal Clerks Conference will be held in Halifax, Nova Scotia. Mr. Bailey stated that the position of Director, Region III, of the IIMC was open and read in full a proposed Resolution nominating Mrs. Linda L. Vanden Bosch, CMC for the position.

## RESOLUTION

WHEREAS, Mrs. Linda L. Vanden Bosch, CMC, has indicated her willingness and desire to be a candidate for the position of Director, Region III, of the International Institute of Municipal Clerks (IIMC), and

WHEREAS, Mrs. Vanden Bosch has served as City Clerk/Treasurer of Greenville, Alabama and as a member of the Alabama Association of Municipal Clerks and Administrators (AAMCA) and of the IIMC since 1981, and

WHEREAS, Mrs. Vanden Bosch has served three years on the Educational Committee of AAMCA, including two years as Chairperson of that committee, and has also served as a member of the Education Committee of IIMC and as Alabama Chairperson of the IIMC Membership Committee, and

WHEREAS, Mrs. Vanden Bosch has worked diligently and faithfully to advance the objectives of AAMCA and IIMC, has been awarded the CMC designation by IIMC, and has attended all of the AAMCA Annual Training Institutes and five of the seven IIMC Annual Conferences conducted since her appointment as City Clerk,

NOW, THEREFORE, BE IT RESOLVED that the Alabama Association of Municipal Clerks and Administrators indorses and supports Mrs. Linda L. Vanden Bosch, CMC, as a candidate for Director, Region III, International Institute of Municipal Clerks.

Adopted at the Annual Meeting of the Alabama Association of Municipal Clerks and Administrators in Birmingham, Alabama, this 17th day of November, 1988.

Whereupon Mr. Bailey moved for the adoption of the Resolution; seconded by Gail Busbey; and the vote in favor of the motion was unanimous.

Betty Benson read a letter from a local radio station in Attalla regarding Jane Phillips' 25 years of service as City Manager for that city and extended the congratulations of the Association.

A discussion was held concerning proposed legislation to address the situation of current laws regarding appointments, terms of clerk and job security.

Following this discussion, a motion was made to appoint a study committee, Gail Busbey and Betty Parker, to make recommendations to the Association regarding this legislation. One member voted in opposition to the motion; vote of the remaining members was in favor of the motion; motion carried.

At this time, President Gober explained the new nomination and election process naming the nominees already submitted and opening the floor for further nominations.

Whereupon, Martha Elrod moved to accept the nomination of Don Howell as President-Elect and to close the nomination; seconded by Betty Benson; and the vote in favor of the motion was unanimous.

Roland Carter moved to accept the nomination of John Baker as Secretary and to close the nomination; seconded by Maggie Van Wagner; and the vote in favor of the motion was unanimous.

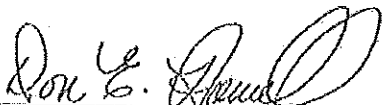
Gail Busbey, Decatur and Minnie Barnett, Mount Vernon, were nominated for the office of Treasurer.

Following brief remarks from both candidates, Carolyn Thomas moved to accept both nominations for Treasurer and to close nominations; seconded by Zane Burleson; and the vote in favor of the motion was unanimous.

Mr. Robert Smith, Chief Clerk of Montgomery County Probate Court, explained the procedure to use the electronic voting machines, estimated cost to be \$4,900 per machine, and gave a comparison of the cost of supplies vs. manual computation.

An explanation was given concerning the election of Treasurer. Each city is eligible to cast one vote and membership dues must be paid prior to the election. At this time, the election for Treasurer was conducted with the results to be made known at a later time.

There being no further business to come before the Association, the meeting was adjourned.

  
\_\_\_\_\_  
Don E. Howell, Secretary



ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS  
Regular Meeting, May 23, 1989  
Montgomery, Alabama

The Alabama Association of Municipal Clerks and Administrators convened in regular session on May 23, 1989, at the Montgomery Civic Center, Montgomery, Alabama, in conjunction with the Alabama League of Municipalities annual meeting.

The meeting was called to order by the President, Evelyn Phillips. The President thanked those members who were able to stay for the business meeting, because a large number of members were unable to remain because of the threatening bad weather. The President commended Alice Vandiver and members of the Education Committee, Tommy Powe with the University of Alabama and Perry Roquemore of the League of Municipalities, for doing an outstanding job in putting together this year's training session, and thanked those members of the association who made presentations at the training session.

The President stated a copy of the November 1988 Minutes had been published in the Clerk's Chatter and mailed to all members. Whereupon Mary Potter moved that the November 1988 Minutes be approved as presented, seconded by Frances Perry and on voice vote was approved unanimously.

John Baker submitted the following Treasurer's Reports for Gail Busbey. Whereupon Dan Turmire moved to approved the reports as submitted, seconded by Ruby Kennedy, and voice vote was approved unanimously.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

May 23, 1989

Balance January 11, 1989	\$21,113.90
received from John Baker	

INCOME:

Interest on C.D. - AMSouth	\$ 265.16
Interest on Checking	79.21
Cookbooks	10.00
Picture directories	60.00

Clerk's Day 1988 - Sponsor	300.00	
Clerk's Day 1988 - Registration	<u>20.00</u>	734.37

EXPENDITURES:

University of Alabama	\$3,100.00	
Officers' Travel	328.74	
"Chatter" Postage	320.00	
Clerk's Day 1988 - Door Prizes	385.43	
Clerk's Day 1989	2,193.00	
Education Committee Meeting	77.00	
Clerk Award Committee Meeting	<u>60.00</u>	6,464.17

FUND BALANCE		<u>\$15,384.10</u>
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Respectfully submitted,  
Gail Busbey, CMC/AE  
Treasurer

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

CLERK'S DAY, 1989

INCOME:

Sponsors	\$ 1,000.00	
Registration	<u>2,733.15</u>	\$ 3,733.15

EXPENDITURES:

Dinner	\$ 1,440.00	
Breakfast	655.00	
Band	600.00	
Plaques	132.00	
Phone-door prize	90.00	

Piano player	75.00	
Gift certificate-door prize	50.00	
Flowers	49.00	
Liquor	250.00	
Beer tap fee (beer donated)	8.00	
Miscellaneous	96.82	
		<u>\$ 3,445.82</u>

BALANCE FROM CLERK'S DAY		<u>\$ 287.33</u>
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Respectfully submitted,  
Gail Busbey, CMC/AAE  
Treasurer

The President called for any Committee Reports.

#### COMMITTEE REPORTS

##### Clerk's Chatter

Glenda Morgan requested any Clerks who have information they want published in the "Clerk's Chatter", please forward to her by the last week of the month.

##### Legislative Committee

Britt Thomas requested if any Clerks had any information to present to his committee, please contact him. The President requested the Legislative Committee prepare a complete copy of the Constitution and By-Laws for distribution to the membership.

##### Scrap Book Committee

Gail Duffy and Sherry Morgan have started a new scrap book and requested newspaper clippings, announcements, photos, etc., concerning any member be forwarded to one of them.

##### Clerk's Day

Mary Potter reported on Clerk's Day that Jack Bailey of Birmingham had been selected as Clerk of the Year. She thanked the members of District 8 who helped make the Clerk's Day program a success, and for the first time all nominees received a plaque.

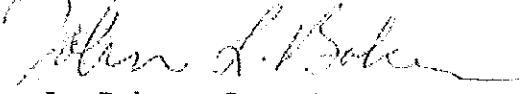
The President introduced Past President Carolyn Mozingo who is now the Chief Revenue Officer for the City of Montgomery.

Dan Turmire moved that a resolution be prepared honoring retiring City Clerk John Newberry and, as a policy of the association all future retirees, seconded by Tommy Langham, and on voice vote was approved unanimously. The President requested Rubye Kennedy prepare a resolution honoring John Newberry to be forwarded to him and published a copy in the "Clerk's Chatter."

Tommy Powe requested photographs taken at various clerk meetings be forwarded to him so he could submit them to IIMC for possible publication in their News Digest.

There being no further business to come before the Association, the meeting was duly adjourned.

Respectfully submitted,

  
John L. Baker, Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

REGULAR MEETING, NOVEMBER 17, 1989  
BIRMINGHAM, ALABAMA  
SHERATON PERIMETER HOTEL

The meeting was called to order by the President, Evelyn Phillips, who presided. Prayer was given by Jack Bailey. The President stated a copy of the May 1989 Minutes had been published in the Clerk's Chatter and mailed to all members. Whereupon, Harold Gordon moved that the November 1989 Minutes be approved as presented, seconded by Roland Carter and on vote was approved unanimously.

The President encouraged those who wanted to run for an office of AAMCA in the future that they would qualify at the earliest possible date so that they could begin campaigning.

The President stated funds had been placed in the current budget for the President to attend the Annual IIMC Meeting. Because she and the Past President could not attend, the President requested Linda Vanden Bosch, City Clerk of Greenville, represent her at the IIMC Meeting in Nova Scotia May 1989. The City of Greenville incurred the cost which totaled \$1729. She recommended the Association reimburse the City of Greenville a portion of the cost in the amount of \$500.00. Thereupon Mary Potter moved the City of Greenville be reimbursed \$500.00 toward the expenses for Linda Vanden Bosch attending IIMC meeting in Nova Scotia. Motion was seconded by Martha Elrod and carried by unanimous vote of the members present. The President recognized the District Chairman for doing an outstanding job and requested the District let the new President Don Howell know if you elect new District Chairman.

COMMITTEE REPORTS

TREASURER'S REPORT - GAIL BUSBEY

Steve Eason moved to accept the Treasurer's Report as presented, seconded by Diane Barnett, and carried by unanimous vote.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

January 1 to October 31, 1989

Balance January 11, 1989 \$ 21,113.90\*  
Received from John Baker

INCOME:

Memberships	\$ 5,230.00	
Interest income	700.83	
Cookbooks	10.00	
Picture directories	60.00	
Sponsors- November 1989	3,000.00	
Clerks' Day 1988	320.00	
Clerks' Day 1989	<u>3,486.79</u>	
		12,807.62

EXPENDITURES:

University of Alabama	\$ 3,100.00	
Officers' travel	535.66	
Committee meetings	246.30	
"Chatter" postage	720.00	
Postage	50.00	
Printing	102.00	
Clerks' Day 1988	385.43	
Clerks' Day 1989	<u>3,119.00</u>	
IIMC Education Foundation	200.00	
Awards and memorials	120.67	
Band deposit	<u>100.00</u>	
		<u>8,679.06</u>

FUND BALANCE \$ 25,242.46

Respectfully submitted,  
Gail Busbey, CMC/AAE  
Treasurer

\* \$10,000 is invested in a nine-month certificate of deposit at First American Bank in Decatur, with an interest rate of 9.25% and a maturity date of January, 1990; \$9,000 in a 5½-month certificate of deposit at First American Bank at an interest rate of 8.25% and a maturity date of January, 1990. The balance of \$6,242.46 is in a checking account at First American Bank.

EDUCATION COMMITTEE - ALICE VANDIVER

Certification Training Program for Municipal Clerks & Administrators met February 1989 and had 50 clerks to attend; four to graduate: Gail Duffy, Scottsboro; Lena Kennomer, Guntersville; Leslie Penniman, Ashford; and Patricia Wambles, Daleville; and ten new clerks to attend. In August 1989, we have 58 clerks attending, 6 to graduate: Sharon Davis, Atmore; Sherry Greene, Double Springs; Myrtle Hill, Flomaton; Brent Morrison, Piedmont; Betty Wright, Collinsville & Judy Young, Roanoke. In the Advanced Education Course held February 1989, there were 29 in attendance. We now have 75 CMC which includes 16 that are not active.

The President commended the Education Committee for doing an outstanding job.

IIMC LIASON COMMITTEE

Linda Vanden Bosch reminded the Association that the Regional Meeting will be held January 11 & 12, 1990, in Destin, Florida, at the Sand Destin Hilton. Registration will be \$45 and she encouraged all members to attend.

AAMCA REDISTRICTING COMMITTEE

Roland Carter, Chairman, submitted the following report. Mary Potter moved to adopt the foregoing report, seconded by Glenda Morgan and carried by an unanimous vote.

AAMCA REDISTRICTING COMMITTEE RECOMMENDATIONS

November 15, 1989

Submitted by Committee Members:

Roland Carter, Chairman  
Velma Gober  
Merle Shambo  
Dee Dee Heslop  
Jackie Childress

For Consideration at Annual Clerks Conference.

1. Redraw district lines for Districts 2, 6, and 8 which will create a new district, District 14.

The new District 14 would consist of the following counties:

- |            |            |
|------------|------------|
| 1. Hale    | 4. Sumter  |
| 2. Perry   | 5. Choctaw |
| 3. Marengo |            |

The new District 2 would consist of the following counties:

- |            |               |
|------------|---------------|
| 1. Lamar   | 4. Tuscaloosa |
| 2. Fayette | 5. Bibb       |
| 3. Pickens | 6. Greene     |

The new District 6 would consist of the following counties:

- |           |            |
|-----------|------------|
| 1. Dallas | 4. Monroe  |
| 2. Clarke | 5. Conecuh |
| 3. Wilcox |            |

The new District 8 would consist of the following counties:

- |               |             |
|---------------|-------------|
| 1. Washington | 3. Baldwin  |
| 2. Mobile     | 4. Escambia |

2. Appoint one or more persons (in addition to Vice-President) to work with the districts on a continuous basis, throughout the year to get inactive cities active. Be available to go to these cities, meet with the Clerks and Mayors, if necessary, to impress upon them the importance of the District meetings. Possibly divide the state into four (4) parts and have four (4) representatives for this.
3. Create a statewide "Adopt-A-District" plan between districts where an active district adopts a neighboring district, which is less active, and works with, and encourages them, on a personal basis. Each city in the adopted district could be assigned to a very similar city in the adopting district to work with on a more personal basis.

#### Suggested Plan

- Districts 11 and 3 to work with Districts 1, 12 and 4.  
District 8 to work with District 6.  
District 9 to work with District 14.  
Districts 10 and 7 to work with District 5.  
District 13 to work with District 2.  
District 11 to work with District 1.  
District 3 to work with District 4.
4. Set a statewide goal of activity in the districts at a minimum of 50% participation.
  5. Invite inactive clerks to attend meetings and have the district pay expenses of their meal at the first meeting they attend. Send them a "Meal Coupon" in their invitation to the meeting and encourage an active member to go by and bring the inactive clerk to the meeting.



AAMCA Redistricting Committee Recommendations

November 15, 1989

Submitted by Committee Members:

Roland Carter, Chairman  
Velma Gober  
Merle Shambo  
Dee Dee Heslop  
Jackie Childress

For Consideration at Annual Clerks Conference.

1. Redraw district lines for Districts 2, 6, and 8 which will create a new district, District 14.

The new District 14 would consist of the following counties:

- |            |            |
|------------|------------|
| 1. Hale    | 4. Sumter  |
| 2. Perry   | 5. Choctaw |
| 3. Marengo |            |

The new District 2 would consist of the following counties:

- |            |               |
|------------|---------------|
| 1. Lamar   | 4. Tuscaloosa |
| 2. Fayette | 5. Bibb       |
| 3. Pickens | 6. Greene     |

The new District 6 would consist of the following counties:

- |           |            |
|-----------|------------|
| 1. Dallas | 4. Monroe  |
| 2. Clarke | 5. Conecuh |
| 3. Wilcox |            |

The new District 8 would consist of the following counties:

- |               |             |
|---------------|-------------|
| 1. Washington | 3. Baldwin  |
| 2. Mobile     | 4. Escambia |

2. Appoint one or more persons (in addition to Vice-President) to work with the districts on a continuous basis, throughout the year to get inactive cities active. Be available to go to these cities, meet with the Clerks and Mayors, if necessary, to impress upon them the importance of the District meetings. Possibly divide the state into four (4) parts and have four (4) representatives for this.
3. Create a statewide "Adopt-A-District" plan between districts where an active district adopts a neighboring district, which is less active, and works with, and encourages them, on a personal basis. Each city in the adopted district could be assigned to a very similar city in the adopting district to work with on a more personal basis.

### Suggested Plan

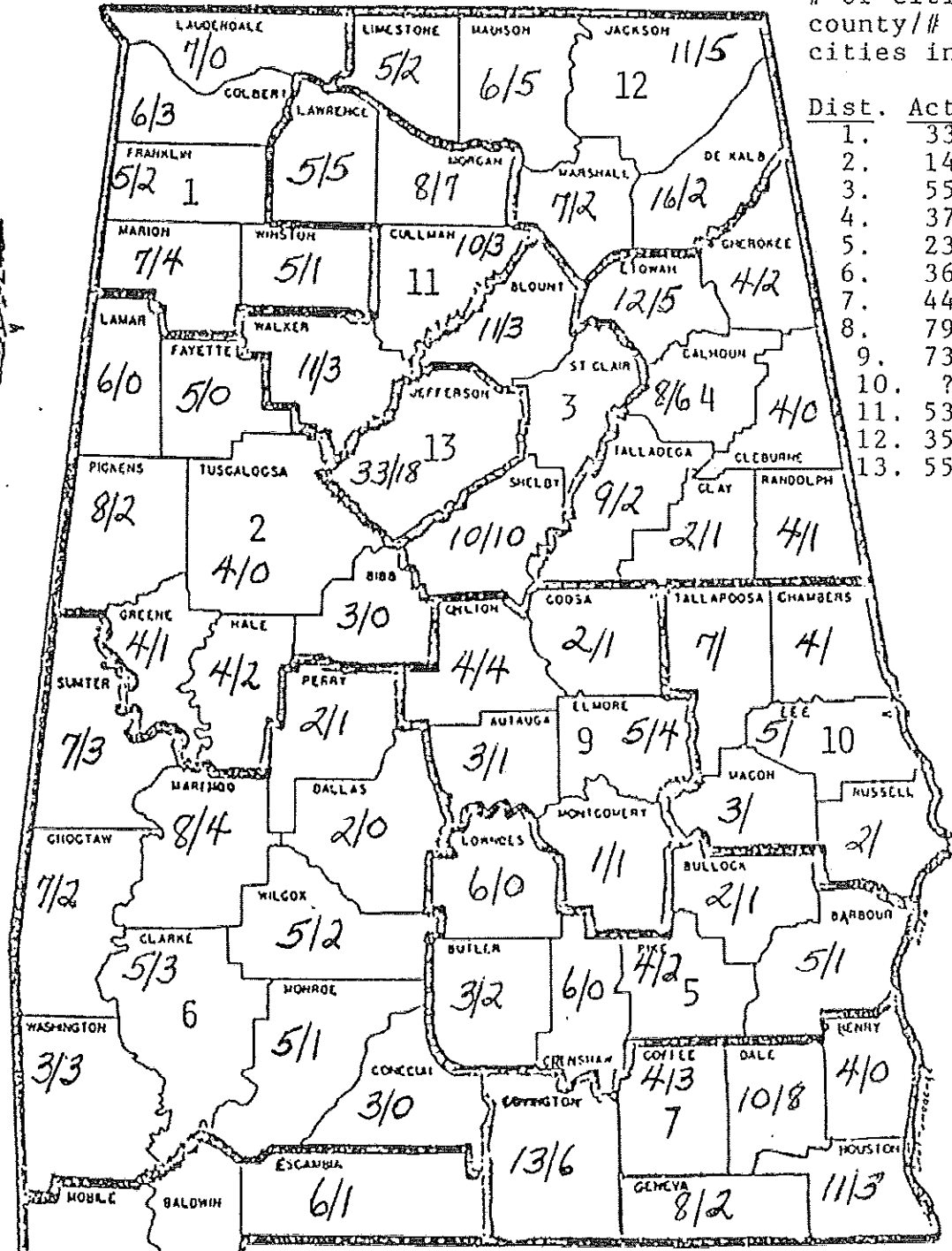
Districts 11 and 3 to work with Districts 1, 12 and 4.  
District 8 to work with District 6.  
District 9 to work with District 14.  
Districts 10 and 7 to work with District 5.  
District 13 to work with District 2.  
District 11 to work with District 1.  
District 3 to work with District 4.

4. Set a statewide goal of activity in the districts at a minimum of 50% participation.
5. Invite inactive clerks to attend meetings and have the district pay expenses of their meal at the first meeting they attend. Send them a "Meal Coupon" in their invitation to the meeting and encourage an active member to go by and bring the inactive clerk to the meeting.
6. Have a Statewide Incentive Plan to recognize the district and buddy district that has the highest percentage of improvement in district participation at the League Convention or the annual Clerks Conference.
7. One of the 4 statewide representatives could work with the district that is to adopt an inactive district to give them ideas and examples of things they can do to help their "Buddy District".
8. AAMCA should encourage Mayors' Associations throughout the state to write letters to the Mayors of cities with inactive clerks and encourage the clerks to become active in the district and on a statewide basis.

# of cities in county/# of active cities in county

Dist. Activity

1.	33%
2.	14%
3.	55%
4.	37%
5.	23%
6.	36%
7.	44%
8.	79%
9.	73%
10.	?
11.	53%
12.	35%
13.	55%



A L A B A M A

DISTRICTS

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

(OVER)

County Boundary  
District Boundary

Administrators, Administrative Agents. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators.

The objectives include, but are not limited to, the following: to establish a cohesive group of persons who have the responsibilities of record keeping, administration and finances of the municipalities of Alabama. That through this organization there will be a greater recognition and appreciation of the importance of the offices hereinabove referred to; in that these persons maintain a continuity of government which is so vital to its operation. To bring about the enlistment and training of qualified public employees; to exchange and disseminate information, ideas and techniques relating to the duties of the members. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

#### ARTICLE III MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization. There shall be two classes of membership. That of the ACTIVE MEMBER and that of the LIFE MEMBER. An Active Member IN GOOD STANDING has paid his/her current dues in full. All dues are waived for a Life Member. Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality.

#### ARTICLE IV MEETINGS

The organization shall meet three times each year. The Spring General Meeting will be held concurrently with the annual convention of the Alabama League of Municipalities; the Fall General Meeting will be held concurrently with the annual Clerks Training Institute; and the third Business Meeting shall be held on CLERKS DAY, the date of which will be determined each year.

#### ARTICLE V OFFICERS AND TERM OF OFFICE

Any Active Member in good standing is eligible to hold office.

The officers of the organization shall consist of a President, a President-Elect, a Secretary, and a Treasurer. The President-Elect, the Secretary, and the Treasurer shall each be elected by the membership during the Fall General Meeting at the Clerks Training Institute of each year. The President-Elect shall automatically be elevated to the office of President the year immediately following the year served as President-Elect. The Secretary and the Treasurer shall be elected each year. An officer is not prohibited from seeking re-

election or election to another position with the exception of the President-Elect.

Elected officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning 1 January through 31 December, or until their successors have been duly elected and installed.

Should any officer be unable to complete his/her term after installation, a replacement shall be appointed by a committee composed of the remaining officers plus two immediate past-presidents if said committee agrees that a replacement is needed to complete the unexpired term for the good of the organization. The chairman of this committee shall be first, the President; second, the President-Elect; third, the Secretary; fourth, the Treasurer; fifth, the most immediate Past President; and sixth, the second-most immediate Past President.

#### ARTICLE VI POWERS AND DUTIES OF OFFICERS

The officers shall conduct the routine business of the organization except for matters that can be acted upon by the general membership during a regularly scheduled meeting. Except as is in this constitution otherwise provided, all other powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their office.

#### ARTICLE VII DUES

Membership dues shall be on a graduated basis according to municipal population; said basis or rate to be determined by the general membership from time to time. Dues are due and payable at each Fall General Meeting during the Clerks Training Institute for one calendar year beginning the following 1 January. Any member failing to pay dues by the time of the following Spring General Meeting shall be delinquent and in danger of not being a member in good standing at the time of the next Fall General Meeting.

#### ARTICLE VIII DISTRICTS

The State of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Clerks in each District shall, prior to each Fall General Meeting, elect a Director for that District, who shall assume office for a period of one year beginning the following 1 January. In the event a District fails to elect a Director, the President shall appoint a Director to serve that District. It is suggested that each District hold at least two meetings each calendar year within the District.

Don Howell submitted the following Budget for 1990. Roland Carter moved to adopt, seconded by Martha Elrod and carried unanimously.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS

PROPOSED BUDGET  
FISCAL YEAR 1989-90

Anticipated Revenue

Members Dues	\$6,050
Interest on Inv.	1,500
Misc. Revenue	200
Transfer from Reserve	2,650

Total Anticipated Revenue \$10,400

Anticipated Expenditures

Annual Convention	\$3,600
Postage & Printing	1,300
Plaque for President	100
Officers Travel	1,000
IIMC Conf. - President	1,200
Committee Meetings	500
John Burton Fund	500
IIMC Education Fund	200
Miscellaneous	500
Special Projects	1,500

Total Anticipated Expenditures \$10,400

Anticipated Carry Over 0

SCRAP BOOK COMMITTEE - GAIL DUFFEY

Scrap Books have been placed at League Headquarters. All Clerks are invited to stop by and look them over.

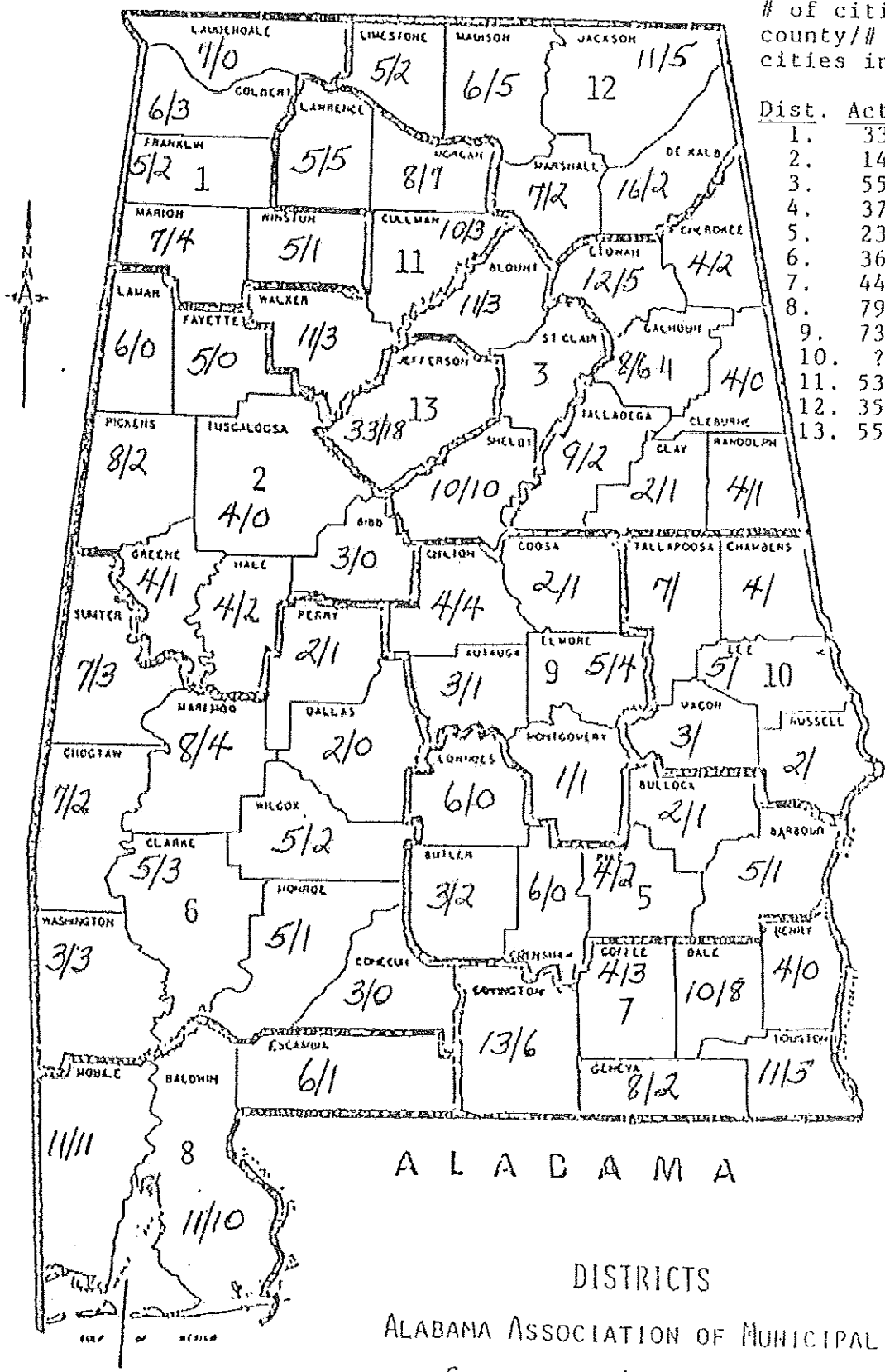
There being no further business to come before the Association, the meeting was duly adjourned.

Respectfully submitted,

John L. Baker  
Secretary

# of cities in county/# of active cities in county

Dist.	Activity
1.	33%
2.	14%
3.	55%
4.	37%
5.	23%
6.	36%
7.	44%
8.	79%
9.	73%
10.	?
11.	53%
12.	35%
13.	55%



ALABAMA

DISTRICTS

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

(OVER)

County Boundary  
District Boundary



ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

REGULAR MEETING, MAY 21, 1990  
MOBILE, ALABAMA  
MOBILE CIVIC CENTER

The meeting was called to order at 4:00 o'clock p.m. on May 21, 1990 at the Mobile Civic Center by the President, Don Howell. AAMCA President Howell presided at the meeting.

President Howell stated that a copy of the minutes of the November, 1989 meeting had been published in the Clerk's Chatter and a copy mailed to all members. He called for a motion to adopt the minutes as mailed. Whereupon, a motion was made by Steve Eason and seconded by Gladys Prentiss that the minutes be approved as mailed. Upon a vote, the motion carried unanimously.

COMMITTEE REPORTS:

TREASURER'S REPORT - ALICE VANDIVER

President Howell called for a motion to approve the Treasurer's Report as submitted. Whereupon, a motion was made by Steve Eason and seconded by Mary Potter that the Treasurer's Report be approved as submitted. Upon a vote, the motion carried unanimously.

EDUCATION COMMITTEE REPORT - MIGNON BOWERS

Mignon Bowers, representing Education Committee Chairman Linda Vanden Bosch, gave the Education Committee Report.

AAMCA REDISTRICTING COMMITTEE - ROLAND CARTER

Roland Carter, Chairman of the Redistricting Committee, reported on the plan for redistricting. After discussion, it was agreed to appoint four coordinators to visit the districts and to work on the plan under the supervision of Committee Chairman Roland Carter. Motion was made by Mary Potter and seconded by Judy Flipppo that \$500.00, plus 20¢ per mile and meal expenses, be appropriated for the travel expenses of the coordinators. Upon a vote, the motion carried unanimously.

President Howell announced the appointment of Martha Elrod to chair the membership drive. After discussion of contests for membership incentive, motion was made by Mary Potter and seconded by Evelyn Phillips that a \$100 cash bonus be awarded to the member bringing in the most new members between now and November. During discussion, motion was made by Mignon Bowers and seconded by Steve Eason that the bonus not to exceed \$300 be awarded by the Membership Committee. President Howell called for a vote on the secondary motion, with a resolution vote of fifteen yeas and eighteen nays. President Howell declared the secondary motion to have failed passage. Thereupon, he called for a vote on the original motion, which then carried unanimously.

President Howell announced that he is assigning the administration of a Scholarship program to the Education Committee. After discussion, motion was made by Roland Carter and seconded by Harold Gordon that up to \$1000 be appropriated for the scholarship fund. Upon a vote, the motion carried unanimously.

Glenda Morgan, co-editor of the Clerk's Chatter asked that all members accept responsibility for submitting information and articles for the newsletter.

President-Elect John Baker reported on a proposed central office location plan.

There being no further business to come before the Association, the meeting was duly adjourned at 5:00 o'clock p.m.

Respectfully submitted,  
Alice Vandiver, for  
Gail Busbey, Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

FEBRUARY 6, 1990 to MAY 15, 1990

Balance February 6, 1990 26,951.63\*  
Received from Gail Busbey

INCOME:

Memberships	115.00	
Pins	20.00	
Clerk's Day Registration	2,249.00	
Interest	434.38	
	<u>          </u>	2,818.38

EXPENDITURES:

University of Alabama	2,800.00	
Officers travel	177.97	
Education Committee	193.56	
"Chatter" Postage	240.00	
"Clerk's Day", 1990	3,580.86	
Flowers ( Byrd)	37.63	
Mobile Cruise (R. Smith)	200.00**	
Jack Bailey	1,000.00***	
City of Greenville	500.00****	
Supplies	44.00	
	<u>          </u>	8,774.02

FUND BALANCE 20,995.99

Respectfully submitted,  
Alice Vandiver, CMC/AAE  
Treasurer

\* \$17,000.00 is invested in a six-month certificate of deposit at First State Bank in Phil Campbell at an interest rate of 7.75% with a maturity date of August 7, 1990.

\*\* This represents amount requested from Richard Smith to help with the cost of the cruise.

\*\*\* This represents part of the \$4,000.00 approved by the Association to assist Jack Bailey with his campaign for Second Vice-President of IIMC.

\*\*\*\* This is the amount approved by the Association for Linda Vanden Bosch, City Clerk of Greenville to represent the President at the IIMC Conference in 1989.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

CLERK'S DAY, 1990

INCOME:

Registration	<u>2,249.00</u>	\$ 2,249.00
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EXPENDITURES:

Tee Shirts	734.60	
Dinner	1,242.00	
Breakfast	280.00	
Band	600.00	
Plaques	175.00	
Flowers	31.00	
Clerk's Day Comm.	94.13	
Liquor & Misc.	<u>444.13</u>	
		<u>\$ 3,580.86</u>

CREDIT BALANCE

-1,331.86

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

REGULAR MEETING, MAY 20, 1991  
HUNTSVILLE, ALABAMA  
VON BRAUN CIVIC CENTER

The meeting was called to order at 3:20 p.m. on May 20, 1991 at the Huntsville Von Braun Civic Center by the President, John Baker. AAMCA President Baker presided at the meeting.

President Baker called for a motion to adopt the minutes of the November 8, 1990 meeting held at the Sheraton Perimeter Hotel in Birmingham. Whereupon, a motion was made by Harold Gorden, Alexander City, to approve the minutes. Betty Benson, Madison, requested that an amendment to the minutes show that she had made the comment that the body allow nominations be made from the floor for the IIMC Board of Directors. The motion to approve the minutes was then seconded by Catherine Sarris, Alabaster. Upon a vote, the motion carried unanimously.

COMMITTEE REPORTS:

TREASURER'S REPORT—RUBY KENNEDY

AAMCA Treasurer Ruby Kennedy submitted the following report:

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS &  
ADMINISTRATORS  
POST OFFICE DRAWER 20  
PRATTVILLE, ALABAMA

PERIOD COVERED: 01/09/91 THROUGH 05/20/91

01-09-91	Received from Treasurer Alice Vandiver	\$ 26,684.09	
	Purchased 12-month C.D. #13143 on Bid Basis from Bank of Prattville @ 7.35%	<u>-21,000.00</u>	
	Opened Money Market Acct #0016072520 at Bank of Prattville	\$ 5,684.09	

RECEIPTS

01-11-91	Town of Forkland— Stone & Gaitor	\$ 40.00	
01-18-91	Parker, White & Yardley— Sponsor	250.00	
01-31-91	Interest earned on M/M Acct.	19.20	
02-11-91	Goodwyn, Mills & Cawood— Sponsor	250.00	
	City of Alabaster—Sarris	35.00	
02-20-91	Town of Dauphin Island— Simms	20.00	
02-27-91	Town of Kimberly—Goodwin	25.00	
02-28-91	Interest earned on M/M Acct.	20.25	
03-14-91	1st State Bank of Phil Campbell—Interest	28.80	
	City of Warrior—Ellison	25.00	
	City of Fort Payne—McGee	35.00	
	City of Fort Payne—Teague	35.00	
03-29-91	Interest earned on M/M Acct.	21.66	
04-17-91	City of Irondale—Mattox	30.00	
04-30-91	Interest earned on M/M Acct.	20.50	
05-06-91	Clerk's Day Transfer from Linda Walden—Eufaula	1,295.00	
	Clerk's Pin Sale— Linda Holeman—Brundidge	10.00	
05-13-91	City of Greenville— Vanden Bosch	30.00	
05-16-91	Clerk's Pin Sale— Catherine Sarris—Alabaster	<u>10.00</u>	+2,200.41

EXPENDITURES:

01-18-91	U.S. Postmaster—Mobile Clerks' Chatter	\$ 80.00	
	Fifth Quarter—Montgomery Ed. Com. Meet. Luncheon	225.89	
	Univ. of Alabama College of Continuing Studies— Nov. '90 Clerks' Institute	1,000.00	
01-31-91	Purchase M/M Acct. Cks.	10.00	
02-01-91	Alice Vandiver, Secretary Expenses attending Ed. Com. 01/18/91.	100.62	
02-05-91	Gail Busbey, President-Elect— Expenses attending Ed. Com. Meeting 01/18/91.	154.85	
03-27-91	U.S. Postmaster—Mobile Clerks' Chatter	95.00	
03-29-91	Gail Busbey, President-Elect— Mileage for attending District I Clerk's Meeting	30.00	
04-15-91	45th IIMC Conference— Michigan, John Baker—Reg. Fee	350.40	
05-04-91	Gail Busbey Clk. of Year Selection Com. Lunch \$ 61.56 Mileage (230) <u>59.80</u>	121.36	
05-04-91	Jimmy Smith Jewelers (4 plaques—Clk's. Day)	122.24	
05-17-91	Lakepoint State Park Resort (Statement—Clerks' Day)	3,038.44	
05-20-91	Mark Mayfield, Presentor, Clks. Program—ALM	1,500.00	-6,828.80
	BALANCE ON HAND M/M ACCOUNT	\$ 1,055.70	
	CERTIFICATE OF DEPOSIT #13143	+21,000.00	
	TOTAL FUNDS AVAILABLE	\$ 22,055.70	

President John Baker called for a motion to approve the Treasurer's Report as submitted. Whereupon, a motion was made by Ruby Kennedy, Prattville, and seconded by Evelyn Phillips, Fairhope, that the Treasurer's Report be approved as submitted. Upon a vote, the motion carried unanimously.

DISCUSSION: Martha Elrod, Gadsden, asked why the Association was saving money. She requested that a committee be appointed for scholarships. Roland Carter, Andalusia, asked how Districts could pass information to the towns concerning this. Martha Elrod stated that the information needed to be in the *Clerks' Chatter*. Roland Carter then asked if he could file for a clerk in his district for August Certification Scholarship. Every one voted yes to this request.

EDUCATION COMMITTEE REPORT—  
SHARON DAVIS

Education Committee Chair Sharon Davis, Atmore, gave the Education Committee Report. She thanked committee members Minnie Barnett, Mt. Vernon; Mignon Bowers, Athens; Gail Duffey, Scottsboro; Steve Eason, Florence; Harold Gorden, Alexander City; Terri Henry, Weaver; Frank Humber, Childersburg; Carol Surtees, Glencoe; Carolyn Thomas, Marion; Linda Walden, Eufaula; and Kim Wright, Russellville; and AAMA Officers John Baker, Gail Busbey, Alice Vandiver and Ruby Kennedy. Sharon reported that the Education Committee would be meeting soon to plan the November conference. She requested that anyone having any ideas or requests for the conference to contact her.

#### **CLERK OF THE YEAR COMMITTEE—LINDA CRUMP**

Linda Crump, Hoover, reported that the nominees for Clerk of the Year were: Imogene "Sally" Williams, Somerville; Sharon Enfinger, Geneva; Cathy Neal, Chickasaw; Alice Vandiver, Phil Campbell; and Betty Benson, Madison. Committee members Linda Crump, Hoover; Sarah Mays, Pleasant Grove; Catherine Sarris, Alabaster; and Jo Bates, Trinity; met in Hoover two weeks prior to clerk's day and carefully evaluated the qualifications of these excellent nominees and selected Alice Vandiver as Clerk of the Year for 1991.

#### **CLERK'S DAY—DIANE BARNETT**

Diane Barnett, Citronelle; Chair of the Clerk's Day gave a report on Clerk's Day in Eufaula. Sponsorships totaled \$1,725.00 this year with registration fees of \$3,167.00; a total of \$4,311.00. She thanked all of the committee for assisting and reported that Clerk's Day was a success.

#### **SCRAPBOOK COMMITTEE—GAIL DUFFEY**

Scrapbook Committee Chair Gail Duffey, Scottsboro, reported that she has put all the books in matching binders and they are at the Alabama League of Municipalities headquarters in Montgomery. She requested information for the scrapbooks.

#### **NEWSLETTER—GLENDA MORGAN**

Glenda Morgan, Assistant City Clerk, Mobile, co-editor of *The Clerks' Chatter*, requested material for the newsletter.

Debra Skaggs, Department of Archives and History, presented Records Management Manuals to the Association.

There being no further business to come before the Association, the meeting was duly adjourned at 4:00 o'clock p.m.

Respectfully submitted,  
Alice Vandiver, Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS**

**REGULAR MEETING, NOVEMBER 14, 1991  
BIRMINGHAM, ALABAMA  
SHERATON PERIMETER HOTEL**

The meeting was called to order at 4:30 p.m. on November 14, 1991, at the Birmingham Sheraton Perimeter Hotel by the President, John Baker. AAMCA President Baker presided at the meeting.

President Baker called for a motion to adopt the minutes of the May 20, 1991, meeting held at the Von Bramm Civic Center in Huntsville. Whereupon, a motion was made by Robert Mattox, Irondale, to approve the minutes Catherine Sarris, Alabaster, seconded the motion. Upon a vote, the motion carried unanimously.

**COMMITTEE REPORTS:  
TREASURER'S REPORT**

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
& ADMINISTRATORS  
POST OFFICE DRAWER 20  
PRATTVILLE, ALABAMA**

Period Covered: 01/09/91 Through 11/01/91

01-09-91	Received from Treasurer Alice Vandiver	\$ 26,684.09
	Purchased 12-month C.D. Bank of Prattville @7.35%	- 21,000.00
	Opened Money Market Account	\$ + 5,684.09

**RECEIPTS:**

Interest	\$ 159.33
Pins	20.00
Dues	2,990.00
Clerk's Day	1,295.00
Sponsors	3,750.00

**TOTAL RECEIPTS: \$ 8, 214.33**

**EXPENDITURES:**

Clerk's Chatter	\$ 270.00
Officers Travel	863.46
President - IIMC	967.90
Postage	113.68
Region III Meeting	1,500.00
Dues Refund	25.00
Plaques	165.19
Clerk's Day	4,538.44
University of AL	1,000.00
Education Comm.	225.89
Checks	20.00

**TOTAL EXPENDITURES \$ 9,689.56**

**BALANCE ON HAND M/M ACCOUNT \$ + 4,208.86**

**CERTIFICATE OF DEPOSIT \$ + 21,000.00**

**TOTAL FUNDS AVAILABLE \$ 25,208.86**

*RUBY E. KENNEDY, TREASURER*

President John Baker called for a motion to approve the Treasurer's Report as submitted. Whereupon, a motion was made by Linda Holeman, Brundidge, and seconded by Evelyn Phillips, Fairhope, that the Treasurer's Report be approved as submitted. Upon a vote, the motion carried unanimously.

**BUDGET REPORT - ROBERT MATTOX**

Budget Committee Chair Robert Mattox, Irondale, submitted the following proposed Budget for the year 1992.

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
& ADMINISTRATORS**

**1992 BUDGET**

**Anticipated Revenue:**

Membership Dues	6,000.00
Interest on Investments	1,800.00
Clerk's Day	2,500.00
Sponsors-Annual Meeting	3,250.00
Membership Directories	2,000.00
Miscellaneous Revenue	100.00
Transfer from Reserve	10,300.00

**Total Anticipated Revenue \$ 25,950.00**

**Anticipated Expenditures:**

Clerk's Day	4,500.00
Annual Meeting	3,250.00
Membership Directories	3,000.00
Printing	2,000.00
Postage	1,500.00
Officers' Travel	1,800.00
Committee Meetings	800.00
IIMC Conference-President	1,800.00
Scholarships	1,000.00
IIMC Region III Meeting	3,000.00
President's Plaque	100.00
John Burton Fund	500.00
MCEF (IIMC Education Fund)	200.00
Miscellaneous	1,000.00
Special Projects	1,500.00

**Total Anticipated Expenditures \$ 25,950.00**

**Anticipated Carry Over - 0 -**

After one amendment to the proposed budget was made, President Baker called for a motion to approve the 1992 Budget as submitted with the amendment increasing the budget from \$24,450.00 to \$25,950.00. Whereupon, a motion was made by Gail Busbey, Decatur, and seconded by Catherine Sarris, Alabaster, that the Budget be approved. Upon a vote, the motion carried unanimously.

**EDUCATION COMMITTEE - SHARON DAVIS**

Education Committee Chair Sharon Davis, Atmore, gave the Education Committee Report. She thanked the committee members and stated that she hoped everyone had enjoyed this conference.

## SCRAPBOOK COMMITTEE - GAIL DUFFEY

Scrapbook Committee Chair Gail Duffey, Scottsboro, requested pictures and other items for the scrapbooks.

## CLERKS' CHATTER - RICHARD SMITH

Richard Smith, Mobile, reported that some months there were no articles for the newsletter, therefore one was not printed. He asked that all members submit information, and Glenda Morgan, Mobile, requested that everyone let her know their birthdays.

## CONSTITUTION - BILLY BLACKWELL

Billy Blackwell, Ozark, submitted the following revised Constitution.

### CONSTITUTION OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

Revised through November, 1991

#### ARTICLE I NAME

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred as the organization.

#### ARTICLE II PURPOSE

The purpose of this organization shall be to improve the administration of City and Town Government in Alabama through those officials and/or persons vested with the powers and duties commonly known as City Clerks, Assistant or Deputy Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, Finance Officers, Purchasing Agents or key support personnel to these offices. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following:

1. To establish a cohesive group of persons who have the responsibilities of record keeping, administration and finances of the municipalities of Alabama.
2. To promote through this organization a greater recognition and appreciation of the importance of the offices hereinabove referred to, in that these persons maintain a continuity of government which is so vital to its operation.
3. To bring about the enlistment and training of qualified public employees.

To exchange and disseminate information, ideas and techniques relating to the duties of the members.

5. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

## ARTICLE III MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization. There shall be two classes of membership.

1. Active Member - a member who is currently employed in Municipal Government in one or more of the capacities listed in Article II with all dues currently paid in full.
2. Retired Member - an individual who has been an active member of the organization and has retired from active employment. Members automatically change from Active to Retired status upon serving notice of retirement to the Treasurer. All dues are waived for a retired member.

Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality, and only active members will be allowed to vote on issues concerning the organization.

## ARTICLE IV MEETINGS

The organization shall meet three times each year. The Spring General Meeting will be held concurrently with the annual convention of the Alabama League of Municipalities; the Fall General Meeting will be held concurrently with the annual Clerks Training Institute; and the third Meeting shall be held on CLERK'S DAY, the date of which will be determined each year.

## ARTICLE V OFFICERS AND TERM OF OFFICE

Any Active Member in good standing is eligible to hold office.

The officers of the organization shall consist of a President, a President-Elect, a Secretary, and a Treasurer. The President-Elect, the Secretary, and the Treasurer shall be elected by the membership during the Fall General Meeting at the Clerks Training Institute each year. The President-Elect shall automatically be elevated to the office of President the year immediately following the year served as President-Elect. An officer is not prohibited from seeking re-election or election to another position with the exception of President-Elect. If more than two candidates are seeking the same office and no one receives a majority of the votes, then a run-off election will be held between the top two candidates for that office. Elected officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning 1 January through 31 December, or until their successors have been duly elected and installed.

Should any officer be unable to complete his/her term after installation, a replacement shall be appointed by a committee composed of the remaining officers plus two immediate past-



presidents if said committee agrees that a replacement is needed to complete the unexpired term for the good of the organization. The chairman of this committee shall be first, the President; second, the President-Elect; third, the Secretary; fourth, the Treasurer; fifth, the most immediate Past President; and sixth, the second-most immediate Past President.

## ARTICLE VI POWERS AND DUTIES OF OFFICERS

The officers shall conduct the routine business of the organization except for matters that should be acted upon by the general membership during a regularly scheduled meeting.

The duties outlined below are not considered all inclusive:

1. The President shall be the chief administrative officer of the organization and shall:
  - A. Preside at all meetings of the organization.
  - B. Appoint all committees, and chairpersons.
  - C. Serve as ex-officio member of all committees.
  - D. Perform all duties necessary for the normal operation of the organization no otherwise provided.
2. The President-Elect, in addition to the usual duties of the office shall:
  - A. Assist in the organizational and educational programs.
  - B. Serve as a general director of all Districts, working with these mini-organizations toward the betterment of the state-wide Association in terms of service, recognition, legislative action, and co-operation. District Directors are asked to notify the President-Elect to attend as many District meetings as possible.
  - C. He/she will prepare to assume the Office of President at the close of his/her term as President-Elect.
3. The Secretary shall:
  - A. Send notices to appropriate parties.
  - B. Prepare and maintain minutes of all business meetings of the organization.
  - C. Update the Constitution as provided in Article X.
4. The Treasurer shall:
  - A. Serve as chief financial officer of the organization.
  - B. Be responsible for the receipt and deposit of all funds of the organization in one or more depositories as designated.
  - C. Properly disburse funds of the organization in accordance with the authorities, restrictions and budgetary requirements authorized.
  - D. Send notices for dues to Active Members.
  - E. Maintain membership rolls.

Except as in this constitution otherwise provided, all other powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their office.

## ARTICLE VII DUES

Membership dues shall be on a graduated basis according to municipal population; said basis or rate to be determined by the general membership from time to time. Dues are due and payable on January 1 each year and are for one calendar year beginning January 1. Any member failing to pay dues by January 1 will no longer be considered an active member.

## ARTICLE VIII DISTRICTS

The State of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Clerks in each District shall, prior to each Fall General Meeting, elect a Director for that District, who shall assume office for a period of one year beginning the following 1 January. In the event a District fails to elect a Director, the President shall appoint a Director to serve that District. It is suggested that each District hold at least two meetings each calendar year within the District.

## ARTICLE IX AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the Constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the President and with the Secretary, who shall furnish copies to the general membership as far ahead of a General Meeting as possible. Proposed amendments may be voted on during that particular General Meeting if it is the pleasure of the members in attendance. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the Constitution. Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

## ARTICLE X MISCELLANEOUS

The fiscal and administrative year shall be effective January 1 of each year.

The Secretary shall be responsible for the updating of this Constitution when, and each time, the general membership, in either of the General Meetings, duly adopts changes. The Constitution shall be revised and retyped according to the Secretary's minutes, properly dated and inserted in the minutes book. A copy of the newly revised Constitution shall immediately be sent by the Secretary

to each of the other three officers; and one copy shall be sent to the Editors and Publishers of the organization's newsletter (The Clerks' Chatter) for publication thus providing each member with an updated version at all times.

Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control.

There is hereby created a permanent, non-officer, position known as Parliamentarian, to be appointed by the President, and whose term shall run concurrent with the President, or until a successor has been duly appointed. Any member appointed may serve an unlimited number of terms including consecutive terms. The organization shall furnish the Parliamentarian with a current copy of Roberts Rules of Order with which he/she must become thoroughly familiar. The Parliamentarian is obligated to attend all business meetings of the organization and to possess a copy of Roberts Rules of Order for necessary reference. Should a question or parliamentary procedure arise, the Presiding Officer shall call upon the Parliamentarian for clarification, and his/her decision shall govern.

President Baker called for a motion to approve the Constitution as submitted. Whereupon, a motion was made by Sharon Davis, Atmore, to add to the Constitution as follows: If more than two (2) candidates are seeking the same office and no one receives a majority of the votes, a run-off will be held for the top two (2) candidates. Linda Holeman, Brundidge, seconded the motion. Upon a vote, the motion carried unanimously. Whereupon, a motion was then made by Velma Gober, Wetumpka, and seconded by Evelyn Phillips, Fairhope, that the Constitution be approved. Upon a vote, the motion carried unanimously.

Gail Busbey, Decatur, introduced the following Resolution.

### RESOLUTION

*WHEREAS, the most important asset of the Alabama Association of Municipal Clerks and Administrators is its members and the effectiveness of the organization is enhanced by the closeness and the affection between its members; and*

*WHEREAS, one of its members who best exemplifies this exceptional spirit of camaraderie is Roland Carter, CMC, City Clerk of the City of Andalusia, a man universally respected and loved by his peers; and*

*WHEREAS, on November 13, 1991, Roland was suddenly stricken by an immediate and life-threatening illness which required expert life-saving efforts; and*

*WHEREAS, Graham Champion and Joe Bouzan responded with immediate, expert cardio-pulmonary resuscitation and continued this treatment until Roland's condition was stabilized and ambulance attendants were able to move*

*him to Brookwood Medical Center, where he is presently receiving care in the Cardiac Care Unit and is continuing to improve,*

*NOW, THEREFORE, BE IT RESOLVED by the Alabama Association of Municipal Clerks and Administrators that its membership wishes to formally acknowledge the professionalism, courage and wisdom shown by members of the Birmingham Fire Department #32 and hereby officially extends to these seven firefighters our heartfelt thanks and eternal gratitude for helping to save the life of our dear friend and colleague, Roland Carter.*

President Baker called for a motion to adopt this Resolution as presented. Whereupon, a motion was made by Evelyn Phillips, Fairhope, and seconded by Martha Elrod, Gadsden, to adopt the Resolution as submitted. Upon a vote, the motion carried unanimously.

President-Elect Gail Busbey, Decatur, presented a Mentor Program and informed the association that Evelyn Phillips, Fairhope, would chair a committee for this.

There being no further business to come before the Association, the meeting duly adjourned at 5:30 o'clock p.m.

*Respectfully submitted,  
Alice Vandiver, Secretary*

THE CLERKS' CHATTER is a publication of the Alabama Association of Municipal Clerks and Administrators.

EDITORS:

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& Glenda A. Morgan, CMC  
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Mobile, AL 36633-1827  
Phone: (205) 434-7474  
FAX: (205) 434-7576

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS  
 POST OFFICE DRAWER 20  
 PRATTVILLE, ALABAMA

PERIOD COVERED: 01/09/91 THROUGH 10/18/91

01-09-91	Received from Treasurer Alice Vandiver	\$ 26,684.09
	Purchased 12-month C.D. #13143 on Bid Basis from Bank of Prattville @ 7.35%	<u>-21,000.00</u>
	Opened Money Market Acct #0016072520 at Bank of Prattville	\$ + 5,684.09

**RECEIPTS:**

01-11-91	Town of Forkland - Stone & Gaitor	\$ 40.00
01-18-91	Parker, White, & Yardley - Sponsor	250.00
01-31-91	Interest earned on M/M Acct.	19.20
02-11-91	Goodwyn, Mills & Cawood - Sponsor	250.00
	City of Alabaster - Sarris	35.00
02-20-91	Town of Daphn Island - Simms	20.00
02-27-91	Town of Kimberly - Goodwin	25.00
02-28-91	Interest earned on M/M Acct.	20.25
03-14-91	1st State Bank of Phil Campbell -Interest	28.80
	City of Warrior - Ellison	25.00
	City of Fort Payne - McGee	35.00
	City of Fort Payne - Teague	35.00
03-29-91	Interest earned on M/M Acct.	21.66
04-17-91	City of Irondale - Mattox	30.00
04-30-91	Interest earned on M/M Acct.	20.50
05-06-91	Clerk's Day Transfer from Linda Walden-Eufaula	1,295.00
05-08-91	Clerk's Pin Sale - Linda Holeman-Brundidge	10.00
05-13-91	City of Greenville - Vanden Bosch	30.00
05-16-91	Clerk's Pin Sale - Catherine Sarris-Alabaster	10.00
05-31-91	Interest earned on M/M Acct.	22.90
06-28-91	Interest earned on M/M Acct.	3.07
07-30-91	Town of New Hope - Dot Bell	30.00
07-31-91	Interest earned on M/M Acct.	1.66
08-13-91	City of Selma - Mary Ramsey	35.00
08-19-91	City of Decatur - Gail Busbey	40.00
08-21-91	Town of Phil Campbell - Alice Vandiver	25.00
08-26-91	City of Prichard - Cynthia K. Norwood	40.00
08-27-91	City of Huntsville - Charles E. Hagood	50.00
08-30-91	Interest on M/M Acct.	1.57
09-04-91	City of Madison - Betty T. Bensen Louise Anderson Kristen N. Bruseth Melanie Williard	140.00
09-11-91	City of Guntersville - Lena Kennamer	30.00
09-24-91	Town of Mt. Vernon - Minnie Barnett	20.00
"	City of Montgomery - John L. Baker	50.00
"	Town of Ariton - Jacqueline Danner	20.00
09-30-91	Annual Meeting Sponsors - ETA Date Direct, Inc. First Alabama Investments, Inc. - Birmingham AmSouth, Birmingham Central Bank of the South SouthTrust Corporation G. E. Lester Management Consultants d/b/a City Computer Solutions EDGO Software, Inc. Joe Jolly & Company	

	First Commercial Bank of Birmingham		
	Municipal Code Corporation		
	Carter, Darnell & Grubbs, Inc.		
	Roberts & Sons		
	Pash & Company	3,250.00	
"	Town of Eldridge -		
	Johnnie Wyers	20.00	
"	Interest earned M/M Acct.	2.10	
10-18-91	City of Opp - Betty Kelley	30.00	
"	City of Prattville -		
	Ruby E. Kennedy	<u>35.00</u>	<u>+ 6,046.71</u>

EXPENDITURES:

01-18-91	U.S. Postmaster - Mobile		
	Clerk's Chatter	\$ 80.00	
	Fifth Quarter - Montgomery		
	Ed. Com. Meet. Luncheon	225.89	
	Uni. of Alabama College of		
	Continuing Studies - Nov.		
	'90 Clerks' Institute	1,000.00	
01-31-91	Purchase M/M Acct. Cks.	10.00	
02-01-91	Alice Vandiver, Secretary		
	Expenses attending		
	Ed.Com. 01/18/91.	100.62	
02-05-91	Gail Busbey, President-		
	Elect - Expenses attending		
	Ed.Com. Meeting 01/18/91.	154.85	
03-27-91	U. S. Postmaster - Mobile		
	Clerk's Chatter	95.00	
03-29-91	Gail Busbey, President-Elect		
	Mileage for attending		
	District I Clerk's Meeting	30.00	
04-15-91	45th IIMC Conference-Michigan		
	John Baker-Reg. Fee	350.40	
05-04-91	Gail Busbey		
	Clk. of Year Selection		
	Com. Lunch	\$ 61.56	
	Mileage (230)	<u>52.80</u>	121.36
05-04-91	Jimmy Smith Jewelers		
	(4 plaques - Clk's. Day)	122.24	
05-17-91	Lakepoint State Park Resort		
	(Statement-Clerks' Day)	3,038.44	
05-20-91	Mark Mayfield, Presentor		
	Clks. Program-ALM	1,500.00	
05-30-91	Checks Purchased M/M Acct.	10.00	
06-01-91	John L. Baker -President's		
	Expenses IIMC Meeting	617.50	
06-05-91	Gail Busbey - Officer		
	Travel - Deliver Plaque	54.60	
06-05-91	Jimmy Smith Jewelers -		
	Clerk's Day Plaque	27.95	
07-15-91	U. S. Postmaster - Mobile	95.00	
07-15-91	JMR Sports - Replacement		
	Plaque - Sharon Enfinger	15.00	
08-26-91	Gail Busbey - Officer Travel,		
	IIMC Reg.III Planning		
	Meeting - Mobile	300.63	
10-16-91	Alice Vandiver - Officer		
	Travel IIMC Reg.III Plan.		
	Session - Montgomery	<u>101.40</u>	<u>- 8,050.88</u>

BALANCE ON HAND M/M ACCOUNT ..... \$ + 3,679.92  
 CERTIFICATE OF DEPOSIT #13143 ... + 21,000.00  
 TOTAL FUNDS AVAILABLE ..... \$ 24,679.92

SPECIAL SPONSOR RECOGNITION:

Two Engineering firms - listed alphabetically ESA, Inc. (Engineering Service Associates) and Goodwyn, Mills & Cawood, Inc. - very graciously picked up tab for one evening each of Disc Jockey for dance music for two evenings. These sponsors paid directly to Lynn Ramsey & Associates for these services. Cost for each evening was \$250. Please acknowledge their sponsorship with a "special thank you" and handshake sometime during the meeting.

RUBY E. KENNEDY, Treasurer

# ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS

## MINUTES OF MEETING

**DATE:** April 3, 1995  
**TIME:** 7:30 a.m.  
**PLACE:** Hilton Hotel, Huntsville, Ala.

The meeting was called to order by Mr. Steve Eason, President. The invocation was given by Linda Crump, Hoover, Ala.

President Eason drew for several door prizes.

President Eason introduced those seated at the head table for the breakfast business meeting. He specifically recognized Mr. Chuck Hagood, Chairman of the Education Committee, and Mrs. Margery Price, past IIMC President.

President Eason mentioned that Mrs. Catherine Sarris, Alabaster, Ala, had resigned as Clerk for the City of Alabaster. He noted that Mrs. Sarris was serving as President-Elect of our association. As a result of her resignation, the officers and past two presidents of the association were notified of a meeting that was held on January 20th to appoint someone to fill this vacancy. As a result of that meeting officers for the 1995 year are as follows:

Steve Eason, President  
Gail Duffey, President-Elect  
Linda Crump, Secretary  
Kim Wright, Treasurer

President Eason recognized Linda Crump, Secretary. Mrs. Crump stated she had tried to get with Mrs. Sarris to get the minutes of the November, 1994 meeting but had not been successful. At this time she presented minutes of that meeting for consideration. Mrs. Sarah Mays, Pleasant Grove, made a motion to approve the minutes as presented. This motion was seconded by Ms. Alice Vandiver, Phil Campbell. On voice vote the motion carried unanimously.

Mrs. Kim Wright presented a Treasurers report. (A copy of this report is attached to and made a part of these minutes.) She stated that dues statements had been placed at each table and asked these be paid as quickly as possible. Mr. Chuck Hagood, Huntsville, made a motion to approve the financial report as presented. This motion was seconded by Mrs. Mignon Bowers, Athens. On voice vote the motion carried unanimously.

President Eason reminded everyone of the IIMC meeting to be held in Louisville, Kentucky, May 21 - 25. He encouraged everyone to attend if possible.

Mr. Chuck Hagood, Chairman of the Education Committee, recognized the members of this committee.

Ms. Gail Busby, Redistricting Committee, gave a report on the proposal to change some of our district lines for the association. She presented two maps showing possible new lines. One was based on the House Districts and the other on the Senate Districts. She stated these maps would be left in the Clerk's Hospitality room at the Hilton. She encouraged everyone to come by and review them and put any comments in writing to this committee.

Ms. Busby asked that anyone who planned to attend the IIMC meeting in Louisville let she or President Eason know as they would like to try to get together while at the meeting.

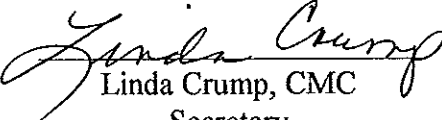
President Eason stated that Clerk's Day would be held June 23 & 24 in Gulf Shores. This will be held at the Gulf Shores Civic Center. He noted there is no particular host hotel and everyone would be responsible for their reservations. Ms. Renee Ray, City Clerk, Gulf Shores, will be glad to help anyone if they have any questions.

President Eason stated he had appointed the Clerk of the Year Committee. The members are Jo Bates, Chairman, Duane Stevenson, and Jackie Lipscomb. He asked that each district contact Gail Duffey and let her know who the district director is in order to get information out to everyone concerning Clerk's Day. The form for nominations for Clerk of the Year will be sent to the director. The deadline for these forms to be forwarded to Ms. Jo Bates is May 31st.

President Eason reported he would like to have a committee of volunteers to work toward a new pictorial directory for the association. He noted he would like to see some type of loose-leaf binder directory which would allow the addition or deletion of pages as any changes are made. This would result in a consistently current directory. He asked that anyone willing to work on this project contact him.

President Eason asked if there were any comments or questions from the floor. There were none.

After the presentation of a door prize the business meeting was adjourned to the first session of the League meeting.

  
Linda Crump, CMC  
Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS  
POST OFFICE BOX 429  
ANDALUSIA, ALABAMA  
November 18, 1992

Period Covered: 01/01/92 Through 10/31/92

01/01/92	Received from Treasurer, Rube E. Kennedy	\$ 25,460.53
	Purchased 315 days C.D. Colonial Bank of Andalusia @ 4.25%	- 20,000.00
	Opened Money Market Account	\$ 5,460.53

RECEIPTS:

Interest	\$ 594.31
Membership Dues	4,585.00
Membership Directories	510.00
Miscellaneous Revenue	10.00
TOTAL RECEIPTS:	\$ 5,699.31

EXPENDITURES:

Officers Travel	954.45
President-IIMC	407.00
Postage	387.80
Clerk's Day	1,760.94
Miscellaneous	205.41
Special Projects	550.00
League Meeting Breakfast	1,024.92
TOTAL EXPENDITURES:	\$ 5,290.52

EXCESS OF RECEIPTS OVER EXPENDITURES	408.79
BALANCE ON HAND M/M ACCOUNT	5,869.32
ADD: CERTIFICATE OF DEPOSIT	20,000.00
TOTAL FUNDS AVAILABLE	\$ 25,869.32

ROLAND CARTER, TREASURER

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS & ADMINISTRATORS  
MONTGOMERY CIVIC CENTER  
MONTGOMERY, ALABAMA  
REGULAR MEETING - MAY 17, 1993 - 8:00 A.M.

The breakfast meeting was called to order at 8:00 a.m. on May 17, 1993, at the Riverroom of the Montgomery Civic Center, by AAMCA President, Alice Vandiver, who also presided as Chairperson of the meeting.

Invocation was given by Linda Crump.

Minutes of the November 19, 1992, regular meeting were presented by Secretary Roland Carter, upon which motion was made by Martha Elrod, and seconded by Doris Roten, to approve the minutes as presented. Upon being put to a vote, the minutes were unanimously approved.

President Vandiver announced that door prizes would be given at various times during the meeting, and that the individual would have to be present to win.

A verbal Treasurer's Report was given by Catherine Sarris. A motion was made by Hugh Mitchell and seconded by Martha Elrod to accept the Treasurer's Report as presented. The motion was unanimously passed.

The following Committees made reports of their activities:

- Education Committee
- Sponsorship Committee
- Scrapbook Committee
- Membership Committee
- Membership Directory Committee
- Special Events Committee

Secretary Roland Carter announced that after this year, he would be dropping out of the Officers' Ranks, and would not be able to seek election for the President-Elect. He then encouraged members to seek election for the officer's position in order to keep the leadership of the Association strong. He thanked the membership for allowing him to serve as an officer for two (2) years and cited time restraints on his personal and professional life as reasons for dropping out of the Officers' Ranks.

President Vandiver then stated that all business had been completed and upon a motion being duly made and seconded, declared the meeting adjourned at 8:50 a.m.

ROLAND CARTER, CMC  
Secretary

ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS & ADMINISTRATORS  
P. O. BOX 277  
ALABASTER, ALABAMA 35007  
OCTOBER 31, 1993

PERIOD COVERED: 3/16/93 through 10/31/93

03/16/93 Received from Treasurer, Roland Carter \$21,603.60

RECEIPTS:

Interest	\$ 264.91
Membership Dues	5,950.00
Pictorial Directories	75.00
AAMCA Pins	10.00
Sponsors: Alabama League Convention - Montgomery- Hospitality	2,246.59
Sponsors: Clerk's Institute - Birmingham - November	<u>4,900.00</u>

TOTAL RECEIPTS: + 13,446.50

EXPENDITURES:

Clerk's Day - Plaques	\$ 190.00
Clerk's Day - President's gifts -- 6 @ \$50.00	300.00
Donation - John Burton Fund	500.00
Postage	100.00
President to IIMC Convention - Orlando, FL	1,355.57
Pictorial Directories - Olan Mills	1,875.00
Alabama League Convention - Montgomery - Hospitality Room	
Clerks' Breakfast	1,811.90
Executive Officers Meetings	
Mileage	621.78
Food (including lunches for all officers)	372.07
Hotel	<u>98.66</u>

TOTAL EXPENDITURES - 7,224.98

BALANCE ON ACCOUNT \$27,825.12

*Catherine C. Sarris, Treasurer*

Highlighting Hint

Before you use a highlighting marker on an important document, note the color you're using. Why? Some colors do not photocopy well. For example, areas highlighted in yellow photocopy as black blocks, making it virtually impossible to read what's underneath.

Instead, use another color (blue usually works well). Since there are so many colors on the market and copiers differ, you're smart to test any colored pen on a sample before using it on an important document.

Source: Dartnell's 9 to 5



ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS

1993 BUDGET-PROPOSED

ANTICIPATED REVENUE:

MEMBERSHIP DUES	\$ 6,000.00
INTEREST ON INVESTMENTS	1,000.00
CLERK'S DAY	2,500.00
SPONSORS-ANNUAL MEETING	4,000.00
MEMBERSHIP DIRECTORIES	-0-
MISCELLANEOUS REVENUE	100.00
TRANSFER FROM RESERVES	8,400.00

TOTAL ANTICIPATED REVENUE \$ 22,000.00

ANTICIPATED EXPENDITURES:

CLERK'S DAY	\$ 4,500.00
ANNUAL MEETING	3,500.00
MEMBERSHIP DIRECTORIES	1,000.00
PRINTING	1,000.00
POSTAGE	1,500.00
OFFICERS' TRAVEL	1,800.00
COMMITTEE MEETINGS	1,500.00
IIMC-PRESIDENT	1,800.00
SCHOLARSHIPS	1,000.00
PRESIDENT'S PLAQUE	100.00
BURTON FUND	500.00
MCEF (IIMC EDUCATION FUND)	200.00
MISCELLANEOUS	1,000.00
SPECIAL PROJECTS	1,500.00
LEAGUE BREAKFAST	1,100.00

TOTAL ANTICIPATED EXPENDITURES \$ 22,000.00

## REVENUES

INTEREST ON INVESTMENTS HAS BEEN BASED ON AN AVERAGE OF 4% FOR THE YEAR.

CLERKS' DAY WILL BE A NET EXPENSE OF APPROXIMATELY \$2000.00

MEMBERSHIP DIRECTORIES HAVE NOT BEEN PAID FOR YET, BUT THE REVENUES HAVE ALREADY BEEN REALIZED IN 1992.

## EXPENDITURES:

CLERKS' DAY AND ANNUAL MEETING EXPENSES BASED ON PRIOR YEARS' EXPENSES.

PRINTING INCLUDES COST OF HANDBOOKS FOR EACH MEMBER.

POSTAGE FOR CLERK'S CHATTER AND INCIDENTAL POSTAGE NEEDS.

OFFICER'S TRAVEL TO COVER EXPENSES OF EXECUTIVE COMMITTEE TRAVEL ON ASSOCIATION BUSINESS.

COMMITTEE MEETINGS TO COVER EXPENSES INCURRED IN COMMITTEE MEETINGS. INCREASED TO COVER COSTS OF PROFESSIONAL DEVELOPMENT COMMITTEE WORKING ON PROPOSED LEGISLATION FOR MUNICIPAL CLERKS.

IIMC PRESIDENT- AAMCA PRESIDENT TO ATTEND IIMC ANNUAL CONFERENCE IN ORLANDO.

SCHOLARSHIPS. DUE TO IIMC SCHOLARSHIP AVAILABILITY AND BURTON FUND SCHOLARSHIPS, THIS FUND HAS NOT BEEN NEEDED. BUT, WE SHOULD HAVE FUNDING AVAILABLE FOR SCHOLARSHIPS FOR OUR MEMBERS IF OTHER FUNDS ARE NOT AVAILABLE.

ANNUAL APPROPRIATIONS TO BURTON FUND AND MCEF PREVIOUSLY ADOPTED BY AAMCA RESOLUTION.

MISCELLANEOUS- EXPENDITURES THAT CAN BE APPROVED BY THE PRESIDENT ON AN AS NEEDED BASIS.

SPECIAL PROJECTS-EXPENDITURES THAT CAN BE APPROVED BY THE EXECUTIVE COMMITTEE ON AN AS NEEDED BASIS.

LEAGUE BREAKFAST- BUSINESS MEETING AT LEAGUE CONVENTION.

AGENDA  
AAMCA BUSINESS MEETING  
NOVEMBER 18, 1993

1. Call to Order
2. Invocation
3. Approval of Minutes, May meeting
4. Committee Reports
  - A. Treasurer's Report, Catherine Sarris
  - B. Education Committee, Kim Wright
  - C. Sponsorship Committee, Gail Duffey
  - D. Clerk's Day Committee, Richard Smith/Glenda Morgan
  - E. Scrapbook Committee, Frankie Petree
  - F. Membership Directory Committee, Gail Duffey
  - G. Special Events Committee, Linda Howell
  - H. Budget Committee, Linda Crump
  - I. Mentor Committee, Evelyn Phillips
  - J. District Directors
5. Old Business
6. New Business
7. Adjourn





**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS**

**1994 BUDGET-PROPOSED**

**ANTICIPATED REVENUE:**

Membership Dues	\$ 5,000
Interest on Investments	400
Clerk's Day	3,000
Sponsors - Annual Meeting	5,000
Miscellaneous Revenue	100
Transfer from Reserves	<u>7,200</u>

**TOTAL ANTICIPATED REVENUE**

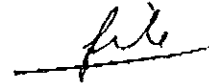
**\$ 20,700**

**ANTICIPATED EXPENDITURES:**

Clerk's Day	\$ 5,000
Annual Meeting	3,500
Postage	1,500
Officers' Travel	1,800
Committee Meetings	1,500
IIMC Annual meeting - President	2,000
Scholarships	1,000
President's Plaque	100
Burton Fund	500
MCEF (IIMC Education Fund)	200
Miscellaneous	1,000
Special Projects	1,500
League Breakfast	<u>1,100</u>

**TOTAL ANTICIPATED EXPENDITURES**

**\$ 20,700**

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS****MINUTES OF MEETING****November 17, 1994**

The Alabama Association of Municipal Clerks and Administrators met for a business meeting on November 17, 1994 at the Sheraton, Highway 280, Birmingham, Ala. The meeting was called to order by the President, Sarah Mays, Pleasant Grove, Ala.

The invocation was given by Mrs. Johnnie Myers, Eldridge, Ala.

President Mays reported that the 1996 Officers for the AAMCA were as follows:

President: Steve Eason - Florence  
President Elect: Catherine Sarris - Alabaster  
Secretary: Gail Duffey - Scottsboro  
Treasurer: Linda Crump - Hoover

President Mays stated the minutes of the May 23, 1994 meeting held in Mobile, Ala. had been presented to the membership for approval. On motion duly made and seconded the minutes were approved.

Mr. Steve Eason, stated the minutes of the May, 1994 meeting held in Mobile reflected that the minutes of the November, 1993 meeting held in Birmingham had been approved. He noted this was an error and those minutes have not been approved. At this time a motion and second were made to approve the minutes of the November, 1993 meeting as well as correct the minutes of the May, 1994 meeting. The motion carried unanimously.

President Mays called for reports from the various Committees. The Committees and chairpersons are as listed:

Treasurer's Report	- Gail Duffey
Education Committee	- Thelma Moon
Sponsorship Committee	- Gail Duffey
Clerk's Day Committee	- Judy Flippo
Scrapbook Committee	- Frankie Petree
Budget Committee	- Mignon Bowers
Mentor Committee	- Evelyn Phillips
Membership Committee	- Martha Elrod
Professional Status Committee	- Kim Wright
Election Committee	- Linda Humber
District Directors Reports	
Retirees List	- Mary Reynolds

Mr. Chuck Hagood presented the proposed budget for 1995. A motion was made and seconded to approve the budget as presented. The motion carried unanimously.

Mrs. Linda Humber, Chairperson of the Election Committee, presented rules and procedures for the election of officers. (A copy of these rules and regulations are attached to and made a part of these minutes). A question was brought from the floor as to why the names of the candidates for office would not be published in the Clerk's Chatter prior to election. It was noted that a Chatter was not always printed before that time and it was felt that section should be removed. A motion was made and seconded to approve the Rules and Procedures for Election of Officers as presented. This motion carried unanimously.

President Mays reported the 1995 IIMC Regional Meeting would be held in St. Petersburg, Florida in January. She reported the 1996 Regional Meeting would be held in North Carolina, and the 1997 Regional Meeting would be held in Huntsville, Ala.

There being no further business the meeting was adjourned.

CATHERINE C. SARRIS

Secretary



**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS**

**RULES AND PROCEDURES FOR ELECTION OF OFFICERS**

**I. INTRODUCTION**

**SECTION 1. ESTABLISHMENT OF RULES**

In accordance with the provisions of the Constitution of the Alabama Association of Municipal Clerks and Administrators, the following rules and procedures for election of officers are established for the information and guidance of its membership.

**SECTION 2. QUALIFIED VOTERS**

Any one (1) Active Member from a City or Town will be allowed to vote. An Active Member is described as a member who is currently employed in Municipal Government and who has all dues currently paid in full.

**SECTION 3. QUALIFICATIONS OF CANDIDATES AND OFFICES TO BE FILLED**

Any Active Member in good standing is eligible to hold office.

The officers of the Association consists of President, a President-Elect, Secretary, and Treasurer. The **President-Elect, Secretary, and Treasurer shall be elected by the membership.** The President-Elect shall automatically take the position of President the year immediately following the year served as President-Elect.

**SECTION 4. TIME AND PLACE OF ELECTION**

The election shall be conducted during the Fall General Meeting at the Clerks Training Institute each year. The actual date of the election will be announced in the October's Clerks Chatter.

**SECTION 5. QUALIFICATION REQUIREMENTS AND DEADLINE**

After January 1st of each year, any active member may state their desire to run for **one** of the three offices by notifying in writing a member of the Election Committee (this committee is appointed by the President).

The deadline to qualify shall be October 1st of the same year.

**SECTION 6. VOTERS LIST**

A list of qualified voters will be furnished by the Treasurer to the Election Committee on the first day of the Clerk Training Institute. Only the names of the **qualified voters present** will

appear on the voters list and be allowed to vote.

Although there may be more than one qualified active member from a City or Town, only one vote will be allowed, and that vote will be the Municipal Clerk or other active member designated by the Municipal Clerk.

#### **SECTION 7. METHOD ON VOTING**

It will be at the discretion of the Election Committee which of the following methods is used for voting:

- a) Paper Ballots
- b) Electronic Machines
- c) Other approved voting method used in the State of Alabama

#### **SECTION 8. ELECTION RESULTS, INSTALLATION, AND TERMS OF OFFICE**

It shall require a plurality of the vote for each office to be declared the winner. If more than two (2) candidates are seeking the same office and no one receives a majority of the votes, a run-off will be had for the top two (2) candidates. If there is a tie in the run-off, the winner shall be determined by drawing of lots.

Elected Officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning January 1st through December 31st, or until their successors have been duly elected and installed.

If there is no candidate for an office or if an elected officer is unable to complete their term, a replacement shall be appointed by a committee composed of the new President, any new officers elected, and two immediate past presidents.

Presented by Linda T. Humber, C.M.C. and Jo Bates, C.M.C.  
Election Committee 1994.

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS**

**1995 BUDGET - PROPOSED**

**ANTICIPATED REVENUE:**

Membership Dues	\$ 8,000.00
Interest on Investments	500.00
Clerk's Day	6,000.00
Sponsors - Annual Meeting	5,000.00
Miscellaneous Revenue	100.00
Transfers from Reserves	<u>1,400.00</u>

**TOTAL ANTICIPATED REVENUE** **\$ 21,000.00**

**ANTICIPATED EXPENDITURES:**

Clerk's Day	\$ 6,000.00
Annual Meeting	3,500.00
Postage	1,500.00
Officers' Travel/Committee Meetings	1,500.00
IIMC Annual Meeting-President	2,000.00
Scholarships	1,000.00
President's Plaque	200.00
Burton Fund	500.00
MCEF (IIMC Education Fund)	200.00
Miscellaneous	600.00
Special Projects	2,500.00
League Breakfast	1,500.00

**TOTAL ANTICIPATED EXPENDITURES** **\$21,000.00**

# ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS

## MINUTES OF MEETING

**DATE:** April 3, 1995  
**TIME:** 7:30 a.m.  
**PLACE:** Hilton Hotel, Huntsville, Ala.

The meeting was called to order by Mr. Steve Eason, President. The invocation was given by Linda Crump, Hoover, Ala.

President Eason drew for several door prizes.

President Eason introduced those seated at the head table for the breakfast business meeting. He specifically recognized Mr. Chuck Hagood, Chairman of the Education Committee, and Mrs. Margery Price, past IIMC President.

President Eason mentioned that Mrs. Catherine Sarris, Alabaster, Ala, had resigned as Clerk for the City of Alabaster. He noted that Mrs. Sarris was serving as President-Elect of our association. As a result of her resignation, the officers and past two presidents of the association were notified of a meeting that was held on January 20th to appoint someone to fill this vacancy. As a result of that meeting officers for the 1995 year are as follows:

Steve Eason, President  
Gail Duffey, President-Elect  
Linda Crump, Secretary  
Kim Wright, Treasurer

President Eason recognized Linda Crump, Secretary. Mrs. Crump stated she had tried to get with Mrs. Sarris to get the minutes of the November, 1994 meeting but had not been successful. At this time she presented minutes of that meeting for consideration. Mrs. Sarah Mays, Pleasant Grove, made a motion to approve the minutes as presented. This motion was seconded by Ms. Alice Vandiver, Phil Campbell. On voice vote the motion carried unanimously.

Mrs. Kim Wright presented a Treasurers report. (A copy of this report is attached to and made a part of these minutes.) She stated that dues statements had been placed at each table and asked these be paid as quickly as possible. Mr. Chuck Hagood, Huntsville, made a motion to approve the financial report as presented. This motion was seconded by Mrs. Mignon Bowers, Athens. On voice vote the motion carried unanimously.

President Eason reminded everyone of the IIMC meeting to be held in Louisville, Kentucky, May 21 - 25. He encouraged everyone to attend if possible.

Mr. Chuck Hagood, Chairman of the Education Committee, recognized the members of this committee.

Ms. Gail Busby, Redistricting Committee, gave a report on the proposal to change some of our district lines for the association. She presented two maps showing possible new lines. One was based on the House Districts and the other on the Senate Districts. She stated these maps would be left in the Clerk's Hospitality room at the Hilton. She encouraged everyone to come by and review them and put any comments in writing to this committee.

Ms. Busby asked that anyone who planned to attend the IIMC meeting in Louisville let she or President Eason know as they would like to try to get together while at the meeting.

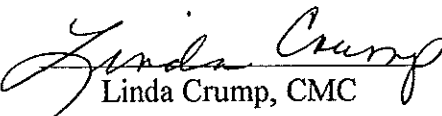
President Eason stated that Clerk's Day would be held June 23 & 24 in Gulf Shores. This will be held at the Gulf Shores Civic Center. He noted there is no particular host hotel and everyone would be responsible for their reservations. Ms. Renee Ray, City Clerk, Gulf Shores, will be glad to help anyone if they have any questions.

President Eason stated he had appointed the Clerk of the Year Committee. The members are Jo Bates, Chairman, Duane Stevenson, and Jackie Lipscomb. He asked that each district contact Gail Duffey and let her know who the district director is in order to get information out to everyone concerning Clerk's Day. The form for nominations for Clerk of the Year will be sent to the director. The deadline for these forms to be forwarded to Ms. Jo Bates is May 31st.

President Eason reported he would like to have a committee of volunteers to work toward a new pictorial directory for the association. He noted he would like to see some type of loose-leaf binder directory which would allow the addition or deletion of pages as any changes are made. This would result in a consistently current directory. He asked that anyone willing to work on this project contact him.

President Eason asked if there were any comments or questions from the floor. There were none.

After the presentation of a door prize the business meeting was adjourned to the first session of the League meeting.

  
Linda Crump, CMC  
Secretary

# ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

## MINUTES OF MEETING

**DATE:** May 20, 1996  
**LOCATION:** Sheraton Civic Center Hotel, Birmingham, AL

The meeting was called to order at 8:30 a.m. by Vice-President Linda Crump. The invocation was given by Euel Fountain. During breakfast door prizes were presented and the head table was introduced.

The Secretary's Report was presented. A motion to approve the minutes of the November 16, 1996 meeting was made by John Baker, and seconded by Chuck Hagood. On voice vote the motion carried unanimously.

The Treasurer's Report was then presented. A motion to accept the report as presented was made by Judy Flippo, and seconded by Roland Carter. This motion was also approved unanimously by voice vote.

Chuck Hagood, Education Chair then recognized the members of this committee and thanked them for their dedication in planning educational sessions.

Lena Kennamur then announced that Clerk's Day would be June 28-29 at Guntersville State Park. Billy Blackwell advised that nomination forms should be returned to Sara Mays by June 10, 1996.

Gail Busby and Chuck Hagood reported that they had experienced some problems with clerks located south of Birmingham receiving The Clerk's Chatter. They requested that anyone who has not been receiving the newsletter to contact them.

Steve Eason reported that James Rose and Alice Vandiver will be sending out questionnaires and that pictures may be taken for an expandable picture directory at the November meeting.

Lisa McCants advised that applications for the Mentor Program were available in the exhibit hall. She also updated members on fund raising efforts for the IIMC International Conference scheduled for Mobile in 1998.

Other committee reports were presented by Mary Lee Reynolds-Retiree Committee; Johnny Wires-Scrapbook Committee; Betty Kelley-Budget Committee and Alice Vandiver-Hospitality Committee.

District Directors in attendance then reported on their activities since our last meeting. There being no other business to come before the Association, the meeting was adjourned on a motion by Steve Eason.

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS**

**PROPOSED BUDGET**

**1996**

**ANTICIPATED REVENUE:**

Membership Dues	\$6,000.00
Corporate Sponsorship-Annual Meeting	5,000.00
Clerk's Day Registration Fees	3,000.00
Corporate Sponsorship-Clerk's Day	2,000.00
Interest	500.00
Miscellaneous	100.00
Cash In \$2,500 Certificate of Deposit for 1998 IIMC Convention	2,500.00

**TOTAL ANTICIPATED REVENUE: \$19,100.00**

**ANTICIPATED EXPENDITURES:**

Clerk's Day	\$5,000.00
University of Alabama-Annual Meeting	3,000.00
Postage	900.00
Officer's Travel	1,000.00
IIMC Annual Meeting-President	2,000.00
President's Placque	100.00
Breakfast 1996 League Convention	1,100.00
1996 League Convention	2,000.00
Scholarships	1,000.00
Miscellaneous	500.00
1998 IIMC Planning Committee Appropriation	2,500.00

**TOTAL ANTICIPATED EXPENDITURES \$19,100.00**

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

TREASURER'S REPORT  
AS OF NOVEMBER 21, 1996

Opening Balance as of November 14, 1995: \$22,680.29

REVENUE:

Membership Dues - 1995	\$ 1,335.00
Membership Dues - 1996	8,080.00
Registrations - Clerks' Day	3,345.00
Interest - 1995	109.68
Interest (through 8/30/96)	686.14
Clerk's Pins	30.00
Sponsorships - League Conf.	1,100.00
Sponsorships - Clerk's Day	1,075.00
Sponsorships - November Inst.	4,300.00
Expense Reimbursements	649.33

TOTAL REVENUES \$20,710.15

EXPENDITURES:

Funeral Spray/Plaque-Dorothy Sue Bell	\$ 133.91
President's Plaque - 1995	37.00
IIMC Convention Committee-1998 Mobile	2,500.00
Clerk's Chatter - Postage/Printing	765.94
IIMC Conference - President Expenses	1,892.88
IIMC Education Fund (1995 contribution)	200.00
Burton Endowment Fund (1995 contribution)	500.00
IIMC Education Fund (1996 contribution)	200.00
Burton Endowment Fund (1996 contribution)	500.00
Bank Fees	51.78
Contributions	150.00
Clerk's Institute, B'ham - 1995	150.00
League Convention Expenses	4,531.59
Clerk's Day Expenses	4,843.88
Clerk's Day Registration Refunds	285.00
IIMC Region III - 1997 Meeting	1,000.00
Miscellaneous Expenses	241.54
President's Gift - 1996	100.58

TOTAL EXPENDITURES \$18,084.10

Closing Balance as of November 21, 1996 \$25,306.34

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The Association has a \$2,500 CD on deposit with a maturity date of 12/8/97.



**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS**

**MINUTES OF BUSINESS MEETING**

**MAY 19, 1997**

The breakfast and business meeting of the Alabama Association of Municipal Clerks and Administrators was held at 8:00 a.m. on this date in the Embassy Suites Hotel during the Alabama League of Municipalities Convention in Montgomery, Alabama. The meeting was called to order by President-elect Kim Wright, Russellville. Kim announced that President, Linda Crump, Hoover, Secretary Renee Ray, Gulf Shores, and Treasurer, Glenda Morgan, Mobile, along with many other Clerks from the state were attending the International Institute of Municipal Clerks Conference in Buffalo, New York.

Kim stated Tommy Pow had asked her to remind everyone to sign the "sign-in" sheets at each training session in order to receive attendance credit.

Alice Vandiver, Phil Campbell, moved to appoint Wanda Parris, Gulf Shores, as Acting Secretary; seconded by Steve Eason, Florence. The motion was unanimously carried on voice vote.

Allison Akins, Madison, moved to approve the minutes as submitted for the November 21, 1996 AAMCA meeting held in Birmingham, Alabama at the Sheraton Perimeter Hotel; seconded by Chuck Hagood, Huntsville. The motion was unanimously carried on voice vote.

**COMMITTEE REPORTS:**

**a) Clerk's Day - Sarah Mays, Pleasant Grove**

Jefferson County will host Clerk's Day '97 in Gulf Shores on June 20 - 21. Registration information was distributed. A 50's Gala Event will be held Saturday evening and everyone was encouraged to wear their poodle skirts ponytails, and practice the hula hoop.

**b) Clerk of the Year Committee - Glenda Cox, Chairman, Irondale**

Clerk Of The Year will be announced during Clerk's Day evening activities planned for Saturday, June 21, 1997 in Gulf Shores. Nominations should be submitted by District Directors to Glenda Cox, Chairman, Clerk of the Year Committee by Monday, June 2, 1997.

**c) 1997 Region III IIMC Meeting in Huntsville - Chuck Hagood, Huntsville**

Very good conference. 84 conference registrations (Alabama - 41, Georgia - 16, South Carolina - 7, North Carolina - 12, Florida - 8). \$11,360 revenue, \$10,145 spent, \$1,215 turned in to Treasurer.

**d) 1998 IIMC Convention to be held in Mobile - Lisa McCants, Mobile**

As a continued fund raising effort in preparation for the 1998 IIMC Convention, Lisa will be accepting silent auction bids on a crystal cutglass vase and candy dish. Winner to be announced.

Door Prize - \$50 - won by Linda Champion, Eufaula.

**e) Education Committee - Angela Filmore, Daleville**

First committee meeting was held in February in the basement of the Alabama League of Municipalities during a tornado. Suggestions for future training welcome.

**f) Membership - Betty Kelly, Opp**

Please pay your annual dues. Notices to be sent to all unpaid members.

**g) Mentor - Tommy Langham, Bay Minette**

We are all mentors because we all help each other any time we are called upon for information and support. Tommy offered to assist anyone with a problem if they would call.

**h) Election Committee - Velma Gober, Wetumpka**

No report.

**i) Sponsorship - Diane Barnett, Citronelle**

Sponsors will be in place by November. Not to worry.

**j) Scrapbook - Frankie Petree, Hodge**

Please send articles of interest which can be included in the scrapbook to Frankie at Town of Hodge.

**k) Picture Album - Barbara Wester, Rainbow City**

Sarah Mays, Pleasant Grove, reported, in Barbara's absence, that plans were being formulated to create a picture directory for AAMCA. Information sheets will be sent to each Clerk. Photographer will be present at the November, 1997 meeting.

**l) Clerk's Chatter - Allison Akins, Madison**

On behalf of Gail Busby, Decatur, and Chuck Hagood, Huntsville, Allison requested any information, awards, problems, input, etc. appropriate for the Clerk's Chatter be passed along to one of them for possible inclusion in an upcoming newsletter.

Door Prize - \$50 - Judy Flippo, Graysville

President-elect Kim Wright announced that the Clerk's Hospitality Room would be open this afternoon. Thank you to Linda Champion, Eufaula, and Alice Vandiver, Phil Campbell, for taking on the big responsibility of setting up the room and hosting the Clerks and visitors each day.

## REPORTS FROM DISTRICT DIRECTORS:

- 1) District I Joe Hamilton, Littleville - Regular meeting held.
- 2) District II Marie McCluskey, Berry - Have not been meeting.
- 3) District III Peggy Bates, Pelham - No report.
- 4) District IV Shirley Henson, Oxford - Meetings held quarterly. \$200 sent to Glenda Morgan, Mobile, to help with expenses for the upcoming IIMC 1998 Conference. Nomination made for Clerk of the Year from District IV.
- 5) District V Linda Van den Bosch, Greenville - No report.
- 6) District VI Toni McKelvey, Monroeville - Met in April. Nominated Clerk of the Year.
- 7) District VII Patricia Wambles, Level Plains - Jeannie Phillips, Enterprise, is the new Director of District VII. Meetings held quarterly.
- 8) District VIII Tommy Langham, Bay Minette - Meetings held quarterly. Nomination made for Clerk of the Year.

Lisa McCants, Mobile, thanked everyone for the funds donated from each district for the 1998 IIMC Convention.

- 9) District IX No report.
- 10) District X Harold Gordon, Alexander City - Met in April. Kathy Riddle, New Site, is the new Director.
- 11) District XI Judy Shelton, Priceville, no longer Clerk. New Director is Joann Beeler, Good Hope.
- 12) District XII Gail Duffey, Scottsboro - Quarterly meetings held on first Monday of quarter in Scottsboro.
- 13) District XIII Glenda Cox, Irondale - Monthly meeting held. Jane Hazelbrook, Fultondale, nominated for 1997 Clerk of the Year.
- 14) District XIV Renee Pringle, York, appointed as new Director.

Door Prize - \$50 - Jackie Lipscomb, Robertsdale.

## OTHER BUSINESS - None

Door Prize - \$50 - Mary Lynn Williams, Spanish Fort.

Alice Vandiver, Phil Campbell, moved to adjourn the meeting; seconded by Steve Eason, Florence. There being no further business to come before the Association, the meeting was adjourned at 8:40 a.m.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

PROPOSED BUDGET

1997

ANTICIPATED REVENUE:

Membership Dues	\$ 7,500.00
Corporate Sponsorship-Nov. Annual Meeting	5,000.00
Clerk's Day Registration Fees	3,000.00
Corporate Sponsorship-Clerk's Day	1,500.00
Corporate Sponsorship-League	1,500.00
Sponsorship on Region III	3,500.00
Registration for Region III	10,000.00
Interest	600.00
Miscellaneous	100.00

TOTAL ANTICIPATED REVENUE \$32,700.00

ANTICIPATED EXPENDITURES:

Clerk's Day	\$ 4,500.00
November Annual Meeting	3,000.00
Clerk Chatter-Postage	1,200.00
Region III Meeting	13,500.00
Officer's Travel	1,000.00
IIMC Annual Meeting-President	2,000.00
President Plaque	150.00
1997 League Convention	3,650.00
IIMC Scholarship	200.00
John Burton Fund Scholarship	500.00
Miscellaneous	500.00
1998 IIMC Planning Committee Appropriation	2,500.00

TOTAL ANTICIPATED EXPENDITURES \$32,700.00

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
Minutes of Business Meeting May 4, 1998

The AAMCA met in the Mobile Ballroom at the Adam's Mark Hotel, Mobile, Alabama, at the Alabama League of Municipalities. The President, Kimberly Wright, called the meeting to order at 8:25 AM.

Renee Ray-Moore presented the minutes from the previous meeting in Birmingham. Motion was made and seconded to approve the minutes.

Paula Smith presented the Treasurer's report. The balance in our account is \$25,783.83. The report was approved.

Angelia Filmore gave a report from the Education Committee. February 27, at the Alabama League of Municipalities Headquarters, the committee met. The committee wants to have feedback from the members. Plans are begun for the November 1998 meeting. Angelia asks that the members let the committee know what they want in order to meet their needs.

Kim then gave the names of the persons approved for scholarships to the International Institute of Municipal Clerks meeting in Mobile May 1998: Lea M. Allen, Town of Hurtsboro; Lynette Ogden, Town of Millport; Johnnie Wyers, Town of Eldridge; Martha Cato, City of Valley; Mary Lynn Williams, City of Spanish Fort; Karen Duncan, Town of Mulga; Sue Raper, Town of Vina; David L. Cohen, City of Sylacauga; Linda Jennings, City of Satsuma.

Glenda A. Morgan gave a report on the upcoming IIMC conference in Mobile. One-day registration is available for those who can come for one day only. Door prizes are needed. Bag and registration packet assembly will begin on the fourteenth for those who can be there early. Volunteers from Mobile will be used as much as possible on assignments to leave the clerks free to attend the sessions. Check with Glenda or her staff for assignments when you arrive.

Discussion was held about Clerk's Day. Since we are having the Alabama League of Municipalities and the IIMC meetings in Mobile, it will probably be difficult to justify attending another meeting. A survey will be done to see if there is enough interest to have Clerk's Day.

Nominations for Clerk of the Year were presented: District 1, Kim Wright; District 2, Bonnie Garner; District 4, Brett Morrison; District 13, Thelma Moon; District 6, Evelyn Webb; District 12, Gail Duffy; District 7, Jeanie Phillips; District 10, Martha Cato; District 11, Ann Maddox; District 14, Vicki Taylor. Selected as Clerk of the Year was Gail Duffy, City Clerk of Scottsboro. Since Gail was unable to be present, Carolyn Camp of Albertville will take her plaque to her.

Announcements were made about the possibility of moving the meeting place of the November meeting in 1999 to another facility. There are size constraints at the present meeting place in Birmingham. There were also some problems with the Sheraton Perimeter that caused us to look at another possibility. No decision will be made definitely without hearing from the membership. The 1998 meeting is already scheduled for Birmingham.

Judy Flippo presented a check in the amount of \$727 from District 13 for the IIMC Conference.

Slips were passed out for door prizes. The lucky winner of \$50 was Cheryl Hall of Linden; of \$25, Diane Hodgson of Adamsville.

The meeting was adjourned for the morning session.

Respectfully submitted,

Glenda A. Morgan  
Secretary

**AGENDA**  
**Alabama Association of Municipal Clerks & Administrators**  
**Business Meeting**  
**November 19, 1998**  
**Sheraton Perimeter Hotel**

1. Presentation of minutes of previous meeting - Glenda Morgan, Secretary
2. Presentation of Treasurer's Report - Paula Smith, Treasurer
3. Other Business
4. Election
  - Location of 1999 Institute
  - Officers (if necessary)

Adjourn



**MINUTES OF AAMCA MEETING  
NOVEMBER 19, 1998  
SHERATON PERIMETER  
BIRMINGHAM, ALABAMA**

Ms. Kim Wright brought the business meeting to order.

Ms. Glenda Morgan submitted minutes of the meeting of May 4, 1998. Motion was made by Steve Eason to approve, second was by Joe Hamilton.

Ms. Paula Smith submitted the Treasurer's financial report. Motion was made by Ms. Judy Flippo to approve, second was by Steve Eason.

The first name for the door prize of a scholarship to the Region III meeting was drawn. The lucky winner was Bernie Wall.

Ballots were passed out for a vote for the location of the 34<sup>th</sup> Municipal Management Institute. Since it will be the year before election, the attendance at the Institute is expected to be greater as it has proven to be in the past. We need a larger facility when we have a larger group. The selections were Sheraton Civic Center in Birmingham, Perdido Beach Resort in Orange Beach, Sheraton Perimeter in Birmingham, or "other."

The ballot results were as follows: Sheraton Civic Center, 29; Perdido Beach Resort, 64; Sheraton Perimeter, 9; alternate suggestions, 9.

Announcements were made about the concurrent sessions to be held in the afternoon.

Thanks were given to Ms. Mignon Bowers for her help in getting corporate sponsors for the receptions and entertainment for the meeting.

Other winners of door prizes at later times were: scholarships for the Region III meeting – Gary Mosley, Shirley Hensen, Bertha Wilson, Lucille Galin, Cathy Larrimore, and Carol Middleton. The winners of software from DataQuest were Cathy Dickerson and Sharon Humphrey.

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF NOVEMBER 19, 1998**

**BALANCE AS OF DECEMBER 31, 1997** **\$28,070.32**

**REVENUE:**

1997 Dues Received from Glenda Morgan	255.00
1998 Dues & Pins (January - October)	6,225.00
1998 Hoe Down	900.00
Reimburesment from Check #1009	50.00

**EXPENSES:**

	Checks Ordered	-13.25
Check #0091	Stamper	-6.69
#1001	Office Depot	-18.33
#1002	Local Government Revenue Enhancement	-155.98
#1003	IIMC Convention Committee	-5,481.30
#1004	IIMC Registration (President)	-420.00
#1005	Meeting (Paula Smith)	-64.27
#1006	Postmaster	-70.60
#1007	Office Depot	-4.31
#1008	Custom Trophy	-605.01
#1009	Door Prizes ALM	-300.00
#1010	IIMC Convention (President)	-35.00
#1011	Postmaster	-12.00
#1012	City of Gulf Shores	-410.00
#1013	City of Spanish Fort	-420.00
#1014	City of Satsuma	-480.00
#1015	Town of Vina	-420.00
#1016	City of Sylacauga	-420.00
#1017	Town of Mulga	-420.00
#1018	Town of Eldridge	-420.00
#1019	Kimberly Wright IIMC Convention	-1,104.45
#1020	ALM Convention	-2,103.05
#1021	Town of Millport	-420.00
#1022	City of Valley	<u>-420.00</u>

**TOTAL EXPENSES** **\$-14,224.24**

	\$21,276.08
Check # 1010 (Not Cashed)	<u>+35.00</u>

**BALANCE AS OF NOVEMBER 19, 1998** **\$21,311.08**

**MINUTES OF AAMCA MEETING  
APRIL 12, 1999  
HUNTSVILLE HILTON  
HUNTSVILLE, ALABAMA**

The meeting was called to order by President Renee' Ray-Moore.

All first time attendees were recognized.

Secretary Glenda Morgan submitted minutes of the meeting of November 19, 1998 for approval. Motion was made by Ms. Sarah Mays and seconded by Mr. Chuck Haygood, and upon the roll being called the vote was unanimous.

Treasurer Kathy Larrimore submitted a report dated April 10, 1999 for approval. Motion was made by Mr. Chuck Haygood and seconded by Mr. Steve Gibbs, and upon the roll being called the vote was unanimous.

Ms. Kathy Larrimore Chairperson for the Clerk's Day Committee made the following report: Clerk's Day will be held in Gulf Shores, June 25 and 26, 1999. A block of rooms has been secured at the Gulf State Park Gulf Hotel. The room rate will be \$95.00 per night single/double. Registration will be held at the Gulf Shores Civic Center .

Ms. Gail Duffey, Chairperson for the Clerk of the Year Committee made the following report: Each district is being asked to submit the name of one nominee for Clerk of the year. The deadline for submitting names is June 4, 1999.

All inactive districts were asked to become active.

Mr. Ricky Williams recognized all sponsors.

Door prizes were given out.

Mr. Chuck Haygood was given a big thank you for the breakfast for the annual meeting.

This was the first year attendees were required to sign sign-in sheets for classes.

Motion was made by Ms. Gail Dufy and seconded by Ms. Judy Flippo to adjourn.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

TREASURER'S REPORT  
AS OF APRIL 10, 1999

Opening Balance as of November 17, 1998: \$20,582.42

REVENUE:

Membership Dues 1999	\$65.00
Sponsorships - November Institute	\$4,800.00
Sponsorships - League Conference	\$1,750.00

TOTAL REVENUES \$27,197.42

EXPENDITURES:

IIMC Region III - Scholarships	\$1,715.06
IIMC Region III - President Expenses	\$1,207.23
Burton Endowment Fund	\$500.00
IIMC Education Fund	\$200.00
Clerk's Institute - Birmingham 1998	\$1,514.63
League Conference Expenses	\$286.25
IIMC - Video Contribution	\$200.00
IIMC Conference - Scholarships	\$425.00

TOTAL EXPENDITURES \$5,948.17

Closing Balance as of April 10, 1999 \$21,249.25

The Association has a \$2,500 CD on deposit with a maturity date of 12/8/99.

ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS

BUSINESS MEETING  
NOVEMBER 18, 1999

AGENDA

1. Call to Order
2. Invocation
3. Recognition of First Time Attendees
4. Approval of Minutes of April 1999 Business Meeting
5. Approval of Treasurer's Report
6. Other Business
7. Announcements
8. Adjourn

**MINUTES OF AAMCA MEETING  
NOVEMBER 16, 1999  
PERDIDO BEACH RESORT  
ORANGE BEACH, ALABAMA**

The meeting was called to order by Renee Ray-Moore.

All first time attendees were recognized and encouraged to continue attending meetings.

Paula Smith, Secretary, submitted minutes of the meeting of April 12, 1999 for approval. Motion was made by Angela Filmore and seconded by Martha Elrod, and upon the roll being called the vote was unanimous. The minutes were approved as submitted.

Cathy Larrimore submitted the Proposed Treasurer's Report for approval. Motion was made by Mary Lynn Williams and seconded by Ruth Martin, and upon the roll being called the vote was unanimous. The Proposed Treasurer's Report was approved as submitted.

The location of the annual meeting to rotate between various cities, instead of remaining in one location. The meeting to be held November, 2000 will be at the Sheraton, Birmingham. Ruth Martin made a motion which was seconded by Alice Vandiver that the AAMCA Annual Institute be held in Birmingham one year and rotated to Orange Beach the next year and continue in that manner until the Association decides they want to go forward in another direction, and upon the roll being called the vote was unanimous. Tommy Pow, Director was directed to proceed in the manner voted upon.

Glenda Morgan made a proposal to the Association. She asked for the Association's support in the possibility of placing a bid for the year 2004 IIMC Conference to be held in Mobile. The conference was held last year in Mobile. She had to go ahead and make a commitment without the vote of the Association, but still needs to know she has the support of the Association for the bid. Money is needed to go toward expenses incurred for the bid. The bidding will take place before the Board of Directors December 4th, in San Antonio, Texas. The City of Mobile will be paying the expenses of those needing to go, but there will be other things such as the reception, and a gift. A request was made for \$750.00 from the membership for the reception and gift. Glenda Morgan made a motion which was seconded by Martha Elrod to have the Association pay the \$750.00 needed, and upon the roll being called the vote was unanimous. The Association agreed to pay the \$750.00 requested.

Renee thanked all sponsors. Ricky Williams was recognized for having worked on sponsorship this year solo.

Johnnie Wyers was recognized as the keeper of the scrapbook. The book was available for review at the election's table during the afternoon.

All afternoon sessions were to be held in the Ballroom.

The Band Tribute will be performing tonight following the Banquet.

The Presidents asked for the names of attendants for the National League of Cities Conference (NLC) that will be held in Los Angeles, California.

The Region III meeting will be held January 14-16, 2000 in Orlando, Florida.

Door Prizes were given out at lunch. Ten agendas were placed on each table, one green agenda and one white agenda with a ☺. The recipient of the smiley face won the door prize. Two door prizes will be awarded this evening, one or two tonight and one tomorrow morning.

The Polls were opened immediately after lunch. Participants were encouraged to register at the polls for the remaining door prizes to be given away.

The Alabama League of Municipalities Convention will be held in Birmingham, May 20-23, 2000. The IIMC Annual Conference will be held in Rotterdam, The Netherlands, May 21-25, 2000.

The IIMC Annual Conference will be held 2001 in Kansas City.

The IIMC Annual Conference will be held 2002 in San Antonio, Texas.

The IIMC Annual Conference will be held 2003 in Columbus, Ohio.

The Candidates for the Treasurer position were recognized:

Toni McKelvey - Monroeville and Bob Schuman - Opelika

A motion was made by Toni McKelvey and seconded by Cathy Larrimore that Paula Smith be elected by acclamation to the position of President Elect.

A motion was made by Diane Barnett and seconded by Mary Lynn Williams that Cathy Larrimore be elected by acclamation to the position of Secretary.

IIMC and MCEF are offering scholarships for the Clerk's Institute. Please pick up applications. \$10,000.00 was returned to the Foundation because no Clerks applied.

Handout was given of e-mail addresses for Clerks.

Motion was made by Wanda Parrish and seconded by Mary Lynn Williams to adjourn.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS ADMINISTRATORS  
1999 TREASURER'S REPORT

BEGINNING BALANCE 01/01/99 \$ 22,967.79

REVENUE:

MEMBERSHIP DUES 1999	\$ 6,600.00	
SPONSORSHIPS		
Clerk's Institute - Birmingham	\$ 900.00	
Clerk's Institute - Orange Beach	\$ 4,200.00	
ALM Conference	\$ 2,000.00	
CLERK'S DAY	\$ 8,123.00	
TOTAL REVENUE		\$ 21,823.00

EXPENDITURES:

BURTON ENDOWMENT FUND	\$ 500.00	
IIMC EDUCATION FUND	\$ 200.00	
IIMC - Video Contribution	\$ 100.00	
IIMC Region III - Charleston, SC	\$ 2,922.29	
IIMC Conference - Ottawa	\$ 3,925.05	
IIMC - Bid on 2004 Convention	\$ 750.00	
Clerk's Institute - Orange Beach	\$ 1,062.54	
ALM Conference - Huntsville	\$ 1,199.23	
Clerk's Day - Orange Beach	\$ 7,367.94	
Administrative fees	\$ 170.03	
1998 Municipal Clerk's Institute	\$ 2,662.35	
TOTAL EXPENDITURES		\$ 20,859.43

ENDING BALANCE 12/31/99 \$ 23,931.36



AGENDA  
AAMCA BUSINESS MEETING  
May 22, 2000

- I. CALL TO ORDER
- II. INVOCATION
- III. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.

General Business Meeting, November 16, 1999

- IV. TREASURER'S REPORT
- V. COMMITTEE REPORTS
  - A. Education Committee
  - B. Clerk's Day
  - C. Clerk of the Year Nominations
  - D. News for President's letter
  - E. Legislative Committee
  - F. Scrapbook Committee
  - G. Sponsorship Committee
- VI. REPORTS FROM DISTRICT DIRECTORS
  - District I                      District IX
  - District II                     District X
  - District III                    District XI
  - District IV                     District XII
  - District V                      District XIII
  - District VI                     District XIV
  - District VII
  - District VIII
- VII. RECOGNITION OF CORPORATE SPONSORS
- VIII. RECOGNIZE FIRST TIME ATTENDEES
- IX. OTHER BUSINESS
- X. ADJOURN

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF BUSINESS MEETING  
BIRMINGHAM-JEFFERSON CONVENTION COMPLEX  
BIRMINGHAM, ALABAMA**

**MAY 22, 2000**

Secretary Cathy Larrimore called the meeting to order at 8:00 a.m. The invocation was given by Ricky Williams. During breakfast door prizes were presented and the head table was introduced.

Cathy announced that President Glenda Morgan, President-Elect Paula Smith and Past President Renee Ray-Moore along with several other clerks from the state were attending the International Institute of Municipal Clerks Conference in Rotterdam.

The minutes of the April 12, 1999 meeting in Huntsville were submitted for approval. Motion to approve was made by Chuck Hagood, and seconded by Billy Blackwell. On voice vote the motion carried unanimously.

Treasurer Toni McKelvey submitted the treasurer's report for approval. Motion to approve was made by Lynette Ogden, and seconded by Ruth Martin. On voice vote the motion carried unanimously.

**COMMITTEE REPORTS**

**A. Education Committee – Karen Duncan, Mulga**

Cathy Larrimore announced that Tommy Pow had asked her to remind everyone to sign the "sign-in" sheets at each training session in order to receive attendance credit.

**B. Clerk's Day**

Clerk's Day will be the weekend of June 9-11 in Mobile. A block of rooms has been set aside at the Adams's Mark Hotel.

**C. Clerk of the Year Nominations**

Clerk of the Year will be announced at the November meeting in Birmingham. Districts were asked to submit their nominee to Glenda Morgan and to contact her for the guidelines and application forms.

**D. News for President's letter**

Cathy Larrimore announced that Glenda is doing a President's letter in lieu of a newsletter at this time. If anyone had news or information they would like included, send to Glenda Morgan in Mobile.

**E. Legislative Committee - Catherine Livingston, Priceville**

Members were provided a copy of the Constitution of the AAMCA revised through November 1991. Secretary Cathy Larrimore announced that if anyone would like to recommend any changes to the constitution to contact Catherine Livingston to bring before the next meeting.

**F. Scrapbook Committee – Johnnie Wyers**

Everyone was asked to send articles of interest which can be included in the scrapbook to Johnnie.

**G. Sponsorship**

Anyone having suggestions for sponsors were asked to contact Glenda Morgan.

All inactive districts were asked to become active.

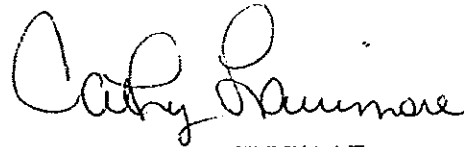
Secretary Cathy Larrimore recognized the breakfast sponsors and expressed appreciation for their continued support.

First time attendees were recognized.

Treasurer Toni McKelvey reminded members who had not paid their dues to please do so. She announced that new AAMCA pins were available at \$10.00 each and if anyone was interested in purchasing one to contact her.

Secretary Cathy Larrimore asked if there were any comments or questions from the floor. There were none.

After the presentation of a door prize the business meeting was adjourned.

A handwritten signature in cursive script that reads "Cathy Larrimore".

**Cathy Larrimore, CMC/AEE  
Secretary**

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
2000 TREASURER'S REPORT

BEGINNING BALANCE 01/01/00 \$ 23,931.36

REVENUE:

MEMBERSHIP DUES 2000	\$	8,085.00
INTEREST EARNED	\$	59.25
ALM Conference	\$	1,050.00
Income from Pin Sales	\$	650.00

TOTAL REVENUE \$ 9,844.25

EXPENDITURES:

League Convention - Birmingham	\$	1,788.26
IIMC Conference - Rotterdam	\$	4,200.00
IIMC Region III - Orlando	\$	400.00
Administrative fees	\$	369.97
AAMCA Pins	\$	509.00

TOTAL EXPENDITURES \$ 7,267.23

ENDING BALANCE 5/19/00 \$ 26,508.38

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF BUSINESS MEETING  
SHERATON PERIMETER HOTEL  
BIRMINGHAM, ALABAMA

NOVEMBER 16, 2000

The meeting was called to order at noon on November 16, 2000, at the Birmingham Sheraton Perimeter Hotel by President, Glenda Morgan. AAMCA President Morgan presided at the meeting.

Secretary Cathy Larrimore submitted the minutes of May 22, 2000 for approval. Motion to approve was made by Karen Duncan, and seconded by Paula Smith. On voice vote the motion carried unanimously.

Treasurer Tony McKelvey submitted the treasurer's report for approval. Motion to approve was made by Judy Flippo, and seconded by Cathy Larrimore. On voice vote the motion carried unanimously.

President Morgan expressed appreciation to all those who served as committee members for the 2000 year, as well as chairpersons Karen Duncan, Education Committee; Johnnie Wyers, Scrapbook Committee; Lisa Carroll, Clerk's Day Committee; Diane Barnett and Geniece Johnson, Nominating Committee; Shirley Henson, Clerk of the Year Committee; Janice Wilhite, Legislative Committee.

Nominations for Clerk of the Year were presented: District I, Joe Hamilton; District X, Martha Cato; District XII, Carolyn Camp; District XIII, Linda Crump; District XIV, Vickie Taylor, Demopolis. Clerk of the Year will be announced at this evening's dinner.

President Morgan announced the results of the election for the 2001 officers as follows:

Paul Smith, President  
Cathy Larrimore, President-Elect  
Tony McKelvey, Secretary  
Shirley Henson, Treasurer

President Morgan stated that IIMC has asked that all associations consider increasing their contribution to the Scholarship Fund. Motion to increase the donation from \$200 to \$500 was made by Cathy Larrimore, and seconded by Chuck Hagood. On voice vote the motion carried unanimously.


President Morgan stated that the Legislative Committee was looking at two proposed changes to the by-laws: (1) having two Clerks' of the Year, a small city and a large city Clerk of the Year; and (2) allow Deputy Clerks and/or Assistant Clerks to pay one-half the dues of the Clerk, since they do not have voting privileges. Glenda explained that the Legislative Committee would continue to study the proposed changes and would notify the membership if the changes would be voted on in May in Montgomery.

President Morgan reminded everyone of the Region III meeting in Ashville, North Carolina, January 14 - 16, 2001.

President Morgan stated that Alabama would be hosting the IIMC Region III meeting in 2002. She said that Mobile is willing to host the meeting, if it is the desire of the membership. Motion to hold the Region III meeting in Mobile was made by Tony McKelvey, and seconded by Lynette Ogden. On voice vote the motion carried unanimously.

President Morgan asked if there were any comments or questions from the floor. There were none.

After the presentation of door prizes the business meeting adjourned to the first session of the Alabama League of Municipalities meeting.

  
Cathy Larrimore, CMC  
Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
2000 TREASURER'S REPORT**

**BEGINNING BALANCE 01/01/00** **\$ 23,931.36**

**REVENUE:**

MEMBERSHIP DUES 2000	\$	8,235.00
INTEREST EARNED	\$	210.21
ALM Conference - Sponsors	\$	1,050.00
Income from Pin Sales	\$	810.00
AAMCA Conference Sponsors	\$	850.00
Clerk's Day	\$	100.00

**TOTAL REVENUE** **\$ 11,255.21**

**EXPENDITURES:**

League Convention - Birmingham	\$	1,788.26
IIMC Conference - Rotterdam	\$	8,447.41
IIMC Region III - Orlando	\$	744.90
Administrative fees	\$	763.80
AAMCA Pins	\$	509.00
Clerk's Day - Mobile	\$	2,500.00

**TOTAL EXPENDITURES** **\$ 14,753.37**

**ENDING BALANCE 11/14/00** **\$ 20,433.20**

**ALABAMA ASSOCIATION OF MUNICIPAL CLERK & ADMINISTRATORS  
MINUTES OF BUSINESS MEETING  
EMBASSY SUITES  
MONTGOMERY, ALABAMA**

**MAY 21, 2001**

Vice President Cathy Larrimore called the meeting to order. Invocation was given by Geniece Johnson. During breakfast three door prizes were presented.

The minutes of the business meeting as held in Birmingham, Alabama on November 16, 2000 were presented and read. Steve Eason moved that the minutes be approved as presented. The Motion was seconded by Mary Lynn Williams and unanimously adopted.

No treasurer's report was submitted.

**Committee Reports**

**A. Education Report – Mary Lynn Williams**

Mary Lynn Williams asked for suggestions for educational programs for the annual meeting in November.

**B. Clerk's Day – Diann Hodgson**

Diann announced that registration forms for Clerk's Day 2001 were placed on each table.

This year Clerk's Day will be held in Birmingham at the Sheraton Downtown on July 13 – 14.

**C. Clerk of the Year Nominations – Martha Cato**

Nominations for Clerk of the Year have been submitted. The committee will evaluate the nominations and announce the 2001 Clerk of the Year at Clerk's Day.

**D. Scrapbook – Johnny Wyers**

Johnnie Wyers encouraged clerks to send her information and photos. She asked that news articles on municipal clerks printed in local papers be sent in to be included in the scrapbook.

**E. Sponsorship – Ricky Williams**

Ricky Williams asked each clerk to thank our sponsors for hosting the breakfast.

**F. Election Committee – Sue Raper**

No report.



**G. Newsletter Committee – Toni McKelvey**

Toni McKelvey announced that the second quarter “The Clerk’s Chatter” was placed on each table. Everyone attending the breakfast will not be mailed a copy to save on postage, so please take one after the breakfast. Anyone with suggestions on articles or items that they would like to see in “The Clerk’s Chatter,” please let her know.

**H. Cookbook Committee – Toni McKelvey**

Glenda Morgan who is attending the International Institute for Municipal Clerks convention in Kansas City, MO, asked that everyone send her at least one recipe. The committee has decided on a three ring binder hard cover cookbook, which will cost \$12.00. The section dividers in the cookbook contain photos of state attractions, so anyone wishing to promote their city should send a photo of a town attraction to Glenda. Orders are being taken for cookbooks now; order forms were placed on each table.

**District Reports**

**A. District VII**

Josephine Gullage from Midland City has been very ill. Martha Elrod asked everyone to remember her in his or her prayers.

**B. District VIII**

Geniece Johnson announced that Tommy Langham is retiring to care for his wife who is very sick. Members of District VIII have been working with Glenda on the cookbook.

Cathy Larrimore thanked the following sponsors of the breakfast and asked that company representatives stand to be recognized: Local Government Revenue, Alatax, Elections System & Software, Municipal Risk Management, Municipal Code Corporation and CDG Engineers.

First time attendees were recognized. More door prizes were awarded.

Cathy Larrimore stated that at the Business Meeting in November the Legislative Committee was asked to consider two changes to the by-laws. The first change would be to have two “Clerks of the Year,” one from a large city and one from smaller cities. The request to consider this change was rescinded. The second change would reduce the AAMCA dues for deputy clerks to half the clerk’s rate, because member deputy clerks do not receive the right to vote. The members will vote on this change in November.

The Annual Clerk’s Convention will be held at the Perdido Beach Resort November 14 – 16. CMC and Advance certification classes will be held in Tuscaloosa on

August 8 – 10. Mobile will host the IIMC Region III conference on January 24 – 26, 2002. Anyone interested in serving on a committee for the conference should contact Glenda Morgan.

Cathy Larrimore asked if there were any comments from the floor. Toni McKelvey announced that AAMCA dues are payable in January of each year. If you have not paid your dues for 2001, please take a due's for from your table as you leave.

After the presentation of two door prizes, the meeting was adjourned.

Toni McKelvey,  
CMC Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS  
MINUTES OF BUSINESS MEETING  
PERDIDO BEACH RESORT  
ORANGE BEACH, ALABAMA**

**NOVEMBER 2001**

The Alabama Association of Municipal Clerks & Administrators met for a business meeting on November 15, 2001 at the Perdido Beach Resort in Orange Beach, Alabama. The meeting was called to order by President Paula Smith.

Invocation was given by Ricky Williams.

The minutes of the business meeting as held in Montgomery, Alabama on May 21, 2001 were presented and read. Renee Moore moved that the minutes be approved as presented. The motion was seconded by Mary Lynn Williams and unanimously adopted.

Shirley Henson, treasurer, reported that the current balance in the bank account is \$17,194.30. All Clerk's Day expenses were paid with funds from sponsorships and registration fees.

Paula Smith thanked the District XIII clerks who planned and prepared the Clerk's Day program especially the clerks who served as co-chairs.

**Election Committee Report**

Sue Raper, Election Committee Chairperson, presented the following nominations for officers for 2002: Toni McKelvey, President-elect; Shirley Henson, Secretary; Mary Lynn Williams, Treasurer. Glenda Morgan moved that the officers be approved by acclamation. The motion was seconded by Renee Moore and unanimously adopted by the membership.

**IIMC Scholarship Fund**

Cathy Larrimore moved that AAMCA donate \$500.00 to the IIMC Scholarship Fund. The motion was seconded by Mary Lynn Williams and unanimously adopted.

**AAMCA Denim Shirts**

Paula Smith presented a denim shirt with the AAMCA logo. All clerks paying their membership dues before January 1, 2002 will receive a denim shirt. After January 1, the shirts will be sold for \$20.00. Shirts should be available at the Region III meeting in Mobile in January. A new AAMCA lapel pin is being designed. The pins should be available for sale in January.

**Region III Meeting in Mobile**

Glenda Morgan announced that the Region III meeting will be held in Mobile on January 24 - 26, 2002. Registration forms are available for anyone who has not

received them by mail. She said that she would need door prizes and items for goodie bags rooms are still available at the Radison for people who want to stay the night. Sponsors are needed; if anyone knows of a business interested in sponsoring the meeting, please let her know.

Glenda Morgan moved that AAMCA advance \$3,000.00 toward Region III expenses which will be reimbursed once registration fees are paid. The motion was seconded by Martha Elrod and unanimously adopted.

#### **Clerk's Cookbook**

The new cookbook will be available in January at a cost of \$12.00 plus \$2.00 for shipping.

#### **IIMC Convention in San Antonio**

Rence Moore reported on the IIMC Convention in San Antonio May 19 – 23, 2002. Registration packages have been mailed. She encouraged clerks who plan to attend to send in the housing registration as soon as possible.

#### **Certificate of Deposit**

Toni McKelvey, Secretary, advised that when Catherine Sarris was treasurer she invested funds in a Certificate of Deposit in SouthTrust Bank. The bank is in possession of the certificate, and in order for AAMCA to cash the certificate, the association must adopt a resolution authorizing the current treasurer and president to access the funds.

Gail Busby moved that the membership adopt a resolution authorizing President Paula Smith and Treasurer Shirley Henson to redeem the certificate of deposit. The motion was seconded by Gail Duffy and unanimously adopted.

#### **Door Prizes**

Johnnie Wyers and Glenda Cox received paid registration to the Region III meeting in Mobile. Gwyn Howard received a door prize donated by a sponsor.

There being no further business, the meeting was adjourned at 1:15 P.M.

Toni L. McKelvey  
Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS**  
**MINUTES OF BUSINESS MEETING**  
**APRIL 15, 2002**  
**MOBILE, ALABAMA**

The Alabama association of Municipal Clerks & Administrators met for a business meeting on April 15, 2002 at the Adam's Mark Hotel in Mobile, Alabama. The meeting was called to order by President Cathy Larrimore.

The minutes of the business meeting held in Orange Beach, Alabama on November 15, 2001 were presented. Renee Moore moved that the minutes be approved as presented. The motion was seconded by Paula Smith and unanimously adopted.

Mary Lynn Williams, treasurer, presented the treasurer's report and reported that 260 members had paid their dues, which amounted to 66% of the membership paid. Motion was made by Toni McKelvey to approve, seconded by Diane Barnett and unanimously adopted.

**Committee Reports**

- A. Sponsorship – Diann Barnett  
Diann Barnett asked each clerk to thank our sponsors for hosting the breakfast.
- B. Education – Gail Busbey  
Gail Busbey said a recommendation from the Legislative committee to get the Districts more active and that District 13 is very active and a good example.
- C. Clerk of the Year Nominations – Linda Crump  
Linda announced that Clerk's Summer Conference 2002 will be held in Orange Beach June 28-29 and forms for nomination for Clerk of the Year should have been received by District Directors.
- D. Scrapbook – Johnnie Wyers  
Johnnie encouraged clerks and District Directors to send her information and photos to be included in the scrapbook.
- E. Newsletter Committee – Toni McKelvey  
Toni asked that anyone with suggestions on articles or items that they would like to see in the "The Clerk's Chatter," please send them to her and that cookbooks are for sell at the exhibit hall at the Clerk's booth.
- F. Legislative Committee – Martha Cato  
Martha Cato suggested that the way we look at the "Clerk of the Year" nominees needs to be redone to make it more equal by size of city, accomplishments and years as clerk. That career accomplishments, not year accomplishments should receive more consideration. Martha said that there are no active guidelines set out in the procedure for consideration of nominees and that more recognition such as

press releases to the newspaper and the Alabama Municipal Journal should be sent recognizing this honor.

**District Reports**

- A. District X  
District X is very active and meets every quarter.
  
- B. District XIII  
District XIII meets on a monthly basis.
  
- C. District XI  
District XI is trying to get on their District started.

Cathy Larrimore recognized the sponsors of the breakfast and asked that the company representatives stand to be recognized.

First time attendees were recognized. Door prizes were awarded.

Cathy Larrimore announced the following dates: IIMC Annual Conference May 19-23, San Antonio, Texas; Clerks' Summer Conference, Orange Beach, June 28-29; Municipal Clerk's Certification Training Institute and Master Municipal Clerk Academy August 7-9, Tuscaloosa and the Annual Municipal Management Training Institute Clerk's Convention November 20-22 in Birmingham.

Cathy Larrimore announced that Sara Mays, Pleasant Grove, will be retiring June 1 after 33 years of service and Martha Elrod, Gadsden will retire April 30 after 39 years of service.

Cathy Larrimore asked if there were any comments from the floor. After the presentation of door prizes, the meeting was adjourned.

Shirley Henson, CMC  
Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS  
MINUTES OF BUSINESS MEETING  
SHERATON PERIMETER HOTEL  
BIRMINGHAM, ALABAMA

NOVEMBER 21, 2002

The Alabama Association of municipal Clerks & Administrators met for a business meeting on November 21, 2002 at the Sheraton Perimeter Hotel in Birmingham, Alabama. The meeting was called to order by President Cathy Larrimore,

President Cathy Larrimore stated the minutes of the April 15, 2002 meeting held in Mobile, Alabama had been presented to the membership for approval. On motion duly made and seconded the minutes were approved.

Mary Lynn Williams, treasurer, presented a written treasurer's report for approval. On motion duly made and seconded the treasurer's report was approved.

Lynnette Ogden, Election Committee Chairperson, presented the following nominations for officers for 2003: Shirley Henson, President-elect; Mary Lynn Williams, Secretary; Geniece Johnson, Treasurer. On motion duly made and seconded the officers were approved and unanimously adopted by the membership.

President Larrimore presented Gail Busbey, Chair of the Planning Committee a plaque for her work in planning the educational program for the annual meeting.

President Larrimore reported the 2003 IIMC Region III Annual Meeting would be hosted by the Georgia Municipal Clerks and Finance Officers Association on January 15-17, 2003 at Callaway Gardens in Pine Mountain, Georgia

President Larrimore thanked our corporate sponsors for their interest and support of the Alabama Association of Municipal Clerks and Administrators and its education activities.

President Larrimore thanked the District VIII clerks who planned and prepared the Clerk's Day Program in Orange Beach that was held on June 28-29, 2002.

President Larrimore asked if there were any comments from the floor. After the presentation of door prizes, the meeting was adjourned.

Shirley Henson, CMC  
Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS**

**TREASURER'S REPORT**

Beginning Balance April 1, 2002 \$20,727.54

**REVENUE:**

Membership Dues 2002	\$ 1,547.00
Sponsorship – League Conference	3,550.00
Summer Conference	3,175.00
Summer Conference Registration	7,340.00
Shirt Sales	914.00
Cookbook Sales	204.00
Pin Sales	160.00
Refund Summer Conference	200.00
<b>TOTAL REVENUES</b>	<b>\$37,817.54</b>

**EXPENDITURES:**

ALM Conference - President's Expenses	\$ 723.13
Conference	3,396.89
IIMC Conference - Scholarships	3,585.00
- State Dinner	600.17
- President's Expenses	2,787.73
Summer Conference	12,621.59
AAMCA	135.00
AAMCA Rhinestone Lapel Pins	1,817.06
Education Committee Business Meeting	110.55
Denim Shirts	2,698.20
Golf Shirts	275.20
President's Letter -	188.80
Paper, Envelopes & Postage	
Notary Stamp	65.00
Postage	68.65
President's Gift	98.31
Miscellaneous -	256.79
Retirees Gifts	
IIMC Auction Gifts & Flowers	
Bank Fees	17.97
<b>TOTAL EXPENDITURES</b>	<b>\$29,446.04</b>

Ending Balance November 18, 2002 \$8,371.50



ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS  
HILTON HOTEL  
HUNTSVILLE, ALABAMA  
APRIL 28, 2003

Minutes, Regular Meeting, April 28, 2003

PAGE ONE

The Alabama Association of Municipal Clerks & Administrators met Monday, April 28, 2003, at the Hilton Hotel, Huntsville, Alabama. AAMCA President Tony McKelvey presided over the meeting.

Glenda Morgan gave the Invocation.

The minutes of the prior meetings, November 16, 2001, and November 21, 2002, were distributed to each member and the President called for any corrections. Motion was made by Glenda Morgan, seconded by David Cohen to approve the minutes as written. Motion carried unanimously.

Geniece Johnson, Treasurer, distributed the Treasurer's report to each member and the President called for any corrections. Motion was made by Betty Jones, seconded by Peggy Bates to approve the Treasurers report. Motion carried unanimously.

Ricky Williams, Chair of Sponsorships, recognized the sponsors and thanked them for their generosity.

Glenda Morgan, Chair of Education, reported that IIMC was looking for ways to enhance the certification program.

Cathy Larrimore, Chair of Clerk of the Year, reported that next Spring she would be sending out letters to each District President asking for a nominee from their District, and that the recipient of the award would be announced at the Summer Conference.

Gail Duffy and Betty Jones gave a report of the activities planned for the Summer Conference in Guntersville, July 25<sup>th</sup> and July 26<sup>th</sup>, and encouraged everyone to attend.

Johnnie Wyers and Sherry Sanford circulated the scrapbook and asked for more pictures to keep the book up to date.

Diane Barnett announced that she would be retiring and planned to keep the retired Clerks busy.

Districts I -- XIV members gave a brief synopsis of their activities.

President McKelvey recognized the first time attendees.

President McKelvey congratulated Ginger Simpson and Bob Schuman for receiving the title of Certified Municipal Clerk; Glenda Morgan, Cathy Larrimore and Barbara Wester for acceptance into the Second Level Membership of the IIMC Master Municipal Academy; and Lynette Ogden for achieving the title Master Municipal Clerk.

President McKelvey reminded everyone of the Summer Conference meeting in Guntersville, July 25<sup>th</sup> and 26<sup>th</sup>, Certification Training in Tuscaloosa, August 6<sup>th</sup> - 8<sup>th</sup>, and the 38<sup>th</sup> Annual Municipal Management Training to be held November 19<sup>th</sup> - 21<sup>st</sup> in Orange Beach.

President McKelvey asked if there were any comments or questions from the floor. There were none.

After the presentation of door prizes, the meeting was adjourned.

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Mary Lynn Williams, CMC  
Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TRESURER'S REPORT  
AS OF APRIL 25, 2003**

<b>BEGINNING BALANCE AS OF 1/01/2003</b>	<b>\$2,384.31</b>
<b>DEPOSITS FROM VENDORS:</b>	
ALATAX - 37th AAMCA Management Training 11/2002	300.00
ALATAX - Clerks Breakfast/Huntsville 2003	300.00
Urrutia - Clerks Breakfast/Huntsville 2003	300.00
Local Government - Clerks Breakfast/Huntsville 2003	300.00
Ingenuity, Inc. - Clerks Breakfast/Huntsville 2003	300.00
CDG Engineers - Clerks Breakfast/Huntsville 2003	300.00
<b>MEMBERSHIP DUES:</b>	<b>7,130.00</b>
<b>AAMCA PINS:</b>	<b>380.00</b>
<b>COOKBOOK SALES:</b>	<b>940.00</b>
Money collected prior to 2003	
<b>INTEREST INCOME:</b>	<b>7.72</b>
<b>SUB-TOTAL INCOME:</b>	<b>10,257.72</b>
<b>TOTAL INCOME:</b>	<b>\$12,642.03</b>
<b>EXPENDITURES:</b>	
Macaroni Grill - Education Lunch	195.00
Toni McKelvey - Region III expenses	308.76
City of Monroeville - Region III expenses	99.00
Toni McKelvey - Expenses Planning Summer Conf. '03	272.78
Mary Lynn Williams - IIMC Silent Auction Items 2003	78.07
Petty Cash - Door Prizes/Huntsville 2003	100.00
<b>BANK FEES:</b>	<b>45.88</b>
<b>TOTAL EXPENSES:</b>	<b>1,097.49</b>
<b>BALANCE REMAINING AS OF APRIL 25, 2003</b>	<b>\$11,544.54</b>

**MINUTES OF BUSINESS MEETING  
NOVEMBER 20, 2003**

The Alabama Association of Municipal Clerks & Administrators met Thursday, November 20, 2003, at the Perdido Resort, Orange Beach, Alabama. AAMCA President Tony McKelvey presided over the meeting.

Dyanne Reese, Region III Director, gave the Invocation.

The minutes of the prior meeting, April 28, 2003, were distributed to each member and the President called for any corrections. Motion was made by Renee Moore, seconded by Gail Busbey to approve the minutes as written. Motion carried unanimously.

Geniece Johnson, Treasurer, distributed the Treasurer's report to each member and the President called for any corrections. Motion was made by Cathy Larrimore, seconded by Diane Barnett to approve the Treasurer's report. Motion carried unanimously.

Ricky Williams, Chair of Sponsorships, recognized that sponsors and thanked them for their generosity.

Sherry Sanford circulated the scrapbook and asked for more pictures to keep the book up to date.

Diane Barnett announced that she would be retiring and recommended establishing membership for the retired clerks.

Glenda Morgan, Chair of Education, reported that IIMC was looking for ways to enhance the certification program.

President McKelvey presented a proposed amendment to the bylaws recommending that retired clerks be allowed to remain as members of AAMCA and pay dues equal to one-half the regular member dues for their cities, and these members would not be allowed to vote on matters pertaining to AAMCA, but would receive other member privileges. Discussion followed.

Motion was made by Ginger Simpson and seconded by Imelda McClellan to amend the Bylaws of AAMCA allowing retired clerks to remain members of AAMCA, pay a flat rate of \$10.00 dues, with member privileges except voting on matters pertaining to AAMC. The motion carried unanimously.

President McKelvey presented a proposed amendment to the Bylaws recommending establishing a separate education fund to be used for education purposes only. Discussion followed.

Motion was made by Shirley Henson and seconded by Geniece Johnson to amend the Bylaws establishing an Education fund to be used exclusively for educational purposes for AAMCA members. A board would be appointed to review scholarship applications from AAMCA members and to award scholarships for training and travel purposes. The motion carried unanimously.

Districts I – XIV representatives gave a brief synopsis of their activities.

President McKelvey recognized the first time attendees.

After the presentation of door prizes, the meeting was adjourned.

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Mary Lynn Williams, CMC  
Secretary

**MINUTES OF AAMCA BUSINESS MEETING  
SHERATON HOTEL, BIRMINGHAM, ALABAMA  
MAY 24, 2004**

Presiding: Toni McKelvey, Past President. The following AAMCA officers were absent due to the 2004 IIMC Conference held in Whistler, Canada, on May 22 – 27, 20004:

Shirley Henson	President	City of Oxford
Mary Lynn Williams	Vice President	City of Spanish Fort
Geniece W. Johnson	Secretary	City of Fairhope

The meeting was called to order at 8:05 a.m. by Toni McKelvey, Past President. Chuck Hagood of the City of Huntsville did the invocation.

Mrs. McKelvey announced that Cornelius Burrows, former City Clerk of Brundidge, had to withdraw his position as 2004 Treasurer of AAMCA due to family illness. Vickie Taylor, City Clerk of the City of Demopolis will complete the remainder of the 2004 Treasurer position. Mayor William Bush with the Coty of Satsuma did the Oath of Office for Vickie Taylor, the new Treasurer.

The minutes of the November 20, 2004, AAMCA meeting were reviewed. Johnnie Wyers with the Town of Eldridge made a motion to accept the minutes as presented. Seconded by David Cohen of the City of Daphne, motion passed unanimously.

Iva Nelson with the Education Committee announced that a meeting with all members of the committee was to be held on Tuesday, May 25, 2004. She also asked all members to stand so that anyone with discussion topics would know who to speak with.

Johnnie Wyers asked all District Directors to pick up forms for “Clerk of the Year” nominations. The deadline for all nominations is June 16, 2004.

Jennifer Sharp announced that the Clerk’s Summer Conference will be held June 25 – 26, 2004, in Oxford, Alabama. The Holiday Inn and Windgate Inn have reserved a block of rooms for the conference.

Johnnie Wyers made a report on the Scrape Book Committee. She asked that any pictures or newspaper ads on clerks be sent to members of that committee to be placed in the scrape book.

Toni McKelvey announced that they’re working on the clerk director from the AAMCA 2003 Winter Conference held in Orange Beach, Alabama. The cost for the directory is \$20.00. She also stated that she may add the Newsletter to the clerk’s email list in order to save postage

The following district reports were given:

**District I** – Steven Easton reported that education training will be done in Littleville by Gail Busbey and that “Clerk of the Year” nomination will be done at the next meeting.

**District II** – Vickie Morrow reported that an election workshop is in progress.

**District III** – No Report.

**District IV** – Iva Nelson reported that quarterly meetings are being held and will continue after the election.

**District V** – No Report.

**District VI** – Debbie Ballard reported that they will meet for clerk nominations and Toni McKelvey stated that an election school is planned.

**District VII** – Billy Blackwell reported that clerk nominations will be done at next meeting. He also asked everyone to tour Ozark’s new complex.

**District VIII** – Lori Bryan announced the death of Torri Brazelle, the City Clerk of the Town of Creola.

**District IX** – No Report.

**District X** – Martha Cato reported that they’ve been active.

**District XI** – Johnnie Wyers announced that they’ve been active, but have postponed meetings until after the election.

**District XII** – Chuck Hagood reported that they meet regularly every quarter and that Ken Smith with the Alabama League of Municipalities recently taught election school for them.

**District XIII** – They’ve been active and they had election school with Ken Smith. They’ve also selected their “Clerk of the Year” nomination.

**District XIV** – Vickie Taylor reported that they meet every quarter and they are planning an election school in June.

Toni McKelvey recognized all first time attendees and advised them to see Treasurer, Vickie Taylor, to join the state association. She also recognized all sponsors, clerks who’ve received their CMC and also those who have moved on to the Master Academy. Toni asked that all advancements be sent to her and she’ll make sure that it’s reported in the Alabama League of Municipalities Newsletter.

There was no old or new business reported. Two \$25.00 cash prizes and two Clerk's Day registrations were given as door prizes.

There being no further business, the meeting was duly adjourned at 9:10 p.m.

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Tryon D. Hoskins, Acting Secretary for  
Geniece W. Johnson, CMC, Secretary  
City of Fairhope, Alabama



Vicki'e

PRESENTED 05-24-04

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TRESURER'S REPORT  
AS OF NOVEMBER 20, 2003

BEGINNING BALANCE AS OF 11/20/03 \$5,965.99

INCOME:

MEMBERSHIP DUES:	8,442.50
AAMCA PINS/COOKBOOK SALES:	695.00
SPONSORSHIP - WINTER CONFERENCE	4,540.00
INTEREST:	20.88
SUB-TOTAL INCOME	13,698.38

TOTAL INCOME: 19,664.37

EXPENDITURES:

OTHER EXPENDITURES:

Wilkinson Photography - Pictures for Directory	-450.00
Mary Lynn Williams - 2003 Winter Conf. expenses	-584.11
Jamey Crisler - 20023 Winter Conf. Blues Brothers	-1,200.00
Perdido Beach Resort - Blues Brothers Room	-188.70
Toni McKelvey - 2003 Winter Conf. Expenses	-257.10
City of Monroeville - Toni's Registration Fee	-170.00
Town of Eldridge - Overpayment of Dues	-10.00
Sheraton Birmingham - 2004 Clerk's Breakfast	-2,131.27
Petty Cash - Booth at 2004 ALM Conf B'ham	-50.00
Door Prizes - Two \$25.00 prizes - 2004 ALM B'ham	-50.00
Midland City - Returned Check	-34.00
BANK FEES:	-53.06

TOTAL EXPENDITURES: -5,178.24

BALANCE AS OF MAY 20, 2004 \$14,486.13

**39<sup>th</sup> ANNUAL MUNICIPAL MANAGEMENT  
TRAINING INSTITUTE FOR  
CITY CLERKS AND ADMINISTRATORS  
BUSINESS MEETING MINUTES  
HILTON HOTEL, BIRMINGHAM, ALABAMA  
NOVEMBER 18, 2004**

Presiding: Shirley Henson, Oxford, President  
Mary Lynn Williams, Spanish Fort, Vice President  
Geniece W. Johnson, Fairhope, Secretary and Treasurer

The meeting was called to order at 12:00 p.m. by Shirley Henson, and special guest Dyanne Reese, City Clerk of Savannah, Georgia, and Region III Director gave the invocation.

The minutes of the May 24, 2004, AAMCA meeting were presented. Renee Rae-Moore of Gulf Shores moved to approve the minutes as presented. Seconded by Barbara Wester of Rainbow City, motion passed unanimously.

The Treasurer report as of November 6, 2004 was presented. Johnnie Wyers of Eldridge moved to approve the treasurer report as presented. Seconded by Karen Duncan of Pleasant Grove, motion passed unanimously.

President Henson recognized all first time attendees, Dyanne Reese, CMC, Savannah, GA, Region III Director and asked Mrs. Reese to give a report on the IIMC Board Meeting.

Director Reese reported that the Board has approved a flat annual fee structure. Therefore, the annual fees would no longer be based on population.

Full Members will pay \$100.00 across the board  
Additional Full Members will pay 66% of Full member's fee - \$66.00  
Associate members will pay 50% of Full Member's fee - \$50.00  
Honorary Members will pay 0%  
Retired members will pay 25% of full member's fee - \$25.00  
Corporate members will pay 500% of full member's fee - \$500.00

Director Reese also reported that the Region III Conference would be held in St. Pete Beach, Florida on January 19-21, 2005. The Conference will be held at the Trade Winds Island Grand Beach Resort.

Director Reese gave the following schedule for the upcoming IIMC Conferences:

2005 – St. Paul, Minnesota  
2006 – Anaheim, California  
2007 – New Orleans, Louisiana  
2008 – Atlanta, Georgia

Dale Barstow, Municipal Clerks Education Foundation President, Addresses the city clerks encouraging the city to apply for MCEF Grants Education Scholarships to the IIMC.

Mr. Barstow reported that the MCEF has created a new program to give back to the State Associations. The MCEF Board will approve the application at its annual meeting in May. There will be \$2,000.00 available to create four grants of \$500.00 each for qualifying State Associates.

Mr. Barstow also reported that the MCEF's current balance was approximately \$800,000.00. The MCEF goal is to have \$1,300,000.00 by the end of 2006.

President Henson reported on upcoming Municipal Training Sessions and Conferences:

CMC Training – February 23 – 25, 2005 – Tuscaloosa, AL

MMC Training – August 3 – 5, 2005 – Tuscaloosa, AL

Summer Conference – June 17 – 18, 2005 – Ross Bridge in Hoover, AL

Each District was given an opportunity to report on their district's activities.

The new AAMCA Directories were available at the cost of \$20.00.

President Henson thanked Rickey Williams of Muscle Shoals for working on getting sponsorship for this conference, and thanked each vendor for sponsoring this conference.

Six door prizes from various sponsors were given out.

President Henson announced that two registrations for Region III Conference would be given out as door prizes at the banquet and you must be present to win.

There being no further business, the meeting was duly adjourned at 1:00 p.m.

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Geniece W. Johnson, CMC, Secretary  
City of Fairhope, Alabama

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TRESURER'S REPORT  
AS OF NOVEMBER 06, 2004**

<b>BEGINNING BALANCE AS OF 05/20/04</b>		<b>\$14,486.13</b>
<b>INCOME:</b>		
MEMBERSHIP DUES:	379.50	
CLERKS SUMMER CONFERENCE REGISTRATION	2,800.00	
SPONSORSHIP - CLERKS SUMMER CONFERENCE 2004	3,000.00	
SUB-TOTAL INCOME	6,179.50	
<b>TOTAL INCOME:</b>		<b>20,665.63</b>
<b>EXPENDITURES:</b>		
OTHER EXPENDITURES:		
Mary Lynn Williams - IIMC 2004 Conference Auction	-50.00	
Johnnie Wyers - 2004 Clerk of the Year Plaques	-151.20	
The Shack BBQ - 2004 Clerks Summer Conf. - Oxford	-630.00	
City of Oxford - 2004 Clerk Summer Conf. Supplies	-2,300.74	
Regions - Check Order	-14.55	
Regions - Deposit Slip Books	-21.95	
City of DEMPOLIS - AAMCA Supplies (Files)	-33.64	
Wilkinson Photography - Clerk Directory	-3,270.00	
<b>TOTAL EXPENDITURES:</b>		<b>-6,472.08</b>
<b>BALANCE AS OF SEPTEMBER 30, 2004</b>		<b>\$14,193.55</b>

**MINUTES OF AAMCA BUSINESS MEETING  
HOLIDAY INN SELECT, HUNTSVILLE, ALABAMA  
MAY 23, 2005**

Presiding: Geniece Johnson, President Elect, City of Fairhope. The following AAMCA officers were absent due to the 2005 IIMC Conference held in St. Paul, Minnesota on May 20 – 25, 2005:

Mary Lynn Williams	President	City of Spanish Fort
Denise Jernigan	Secretary	City of Saraland

The meeting was called to order at 8:00 a.m. by Geniece Johnson, President Elect. Chuck Hagood of the City of Huntsville gave the welcome and invocation.

Mrs. Johnson recognized first time attendees and asked existing clerks to team up with them if they should need any help.

The minutes of the November 18, 2004, AAMCA meeting were presented. Ricky Williams of Muscle Shoals made a motion to accept the minutes as presented. Seconded by Chuck Hagood of the City of Huntsville, motion passed unanimously.

Treasurer, Iva Nelson, with the City of Gadsden, presented the Treasurer's Report. Sandra Donahoo of the City of Childersburg made a motion to accept the Treasurer's Report. Seconded by Dana Haines with the Town of Pickard, motion passed unanimously.

The following Committee Reports were presented:

**Sponsorship Committee** – Ricky Williams recognized and thanked all the sponsors for their support.

**Education Committee** – Geniece Johnson asked the clerks to make note of any classes that they would like to have and report back to the Education Committee. She also announced that Ken Smith with the Alabama League of Municipalities would be giving a lecture on the rules for the sunshine law and encouraged them to attend.

**Clerk of the Year Committee** – Geniece Johnson asked that all districts nominating a clerk of the year should complete the clerk of the year nomination form and turn them in to Diane Barnett, retired city clerk for the City of Citronelle, by June 20, 2005.

**Summer Conference Committee** – Geniece informed them that the Clerk's Summer Conference has been moved from Hoover to Mobile at the Radisson Admiral Semmes Hotel on July 22 – 23, 2005. All dues and registration fees must be mailed to Iva Nelson, Treasurer.

**Scrapbook Committee** – Johnnie Wyers with the Town of Eldridge, asked that the clerks mail her any pictures that they would like added to the scrapbook.

**Newsletter Committee** – Geniece informed them that Renee Moore with the City of Gulf Shores would give a report in January 2006. Renee was absent due to attending the IIMC Conference in St. Paul, Minnesota.

The following district reports were given:

**District I** – Ricky Williams – They met three weeks ago and planning next meeting for December to sponsor kids for Christmas. AMIC sponsored their lunch.

**District II** – No Report.

**District III** – Peggy Bates – They've been very active.

**District IV** – Barbara Wester – They try to meet quarterly.

**District V** – No Report.

**District VI** – No Report.

**District VII** – Dana Haines – Meet Quarterly.

**District VIII** – Geniece Johnson – The new director is David Cohen, City of Daphne. District is in the process of trying to meet quarterly. District VIII cities are still battling Hurricane Ivan.

**District IX** – No Report.

**District X** – Martha Cato – Trying to get active. The new director is Harold Powell, Town of Shorter.

**District XI** – Rita Lee – They're in the process of planning a meeting. Rita Lee, City of Hartselle, is the new director.

**District XII** – Betty Jones – They meet quarterly with their last meeting being in March.

**District XIII** – Judy Flippo – They meet monthly and have a very close relationship. She also announced that Peggy Bates, clerk of the City of Pelham, is retiring.

**District XIV** – They have quarterly meetings.

Ricky Williams recognized the following sponsors:

1. Alatax
2. Alabama Municipal Insurance Corporation
3. CDG Engineers & Associates
4. Elections Systems & Software

5. Ingenuity, Inc.
6. Key to City.com
7. Local Government Data Processing Corporation
8. Municipal Code Corporation
9. Regions Bank

Iva Nelson, Treasurer, discussed the AAMCA exhibit booth and asked clerks to volunteer to work the booth.

Geniece stated that the Association is considering changing the name of AAMCA by dropping "administrator" since they have their own association. It will be discussed further at the November 2005 Winter Conference.

Geniece recognized all clerks that have received their CMC. She also presented gifts from Mary Lynn Williams, President, to the following:

Chuck Hagood for his help with the breakfast.  
Ricky Williams for his hard work on the sponsorship committee.  
Iva Nelson for presenting the Treasurer's Report.

Three \$25.00 cash prizes were given as door prizes to the following:

Belinda Ealey, Town of Falkville  
Dorothy Wilson, City of Jacksonville  
Terri Summerlin, City of Weaver

There being no further business, the meeting was duly adjourned at 9:00 a.m.

Tyron D. Hoskins, City of Fairhope  
Acting Secretary for  
Denise Jernigan-Bush, CMC, Secretary  
City of Saraland, Alabama

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TRESURER'S REPORT  
AS OF FEBRUARY 11, 2005**

**BEGINNING BALANCE AS OF 09/30/04** **\$14,193.55**

**INCOME:**

MEMBERSHIP DUES:	50.00
CLERKS WINTER CONF. 2004 - EXHIBIT BOOTH SALES	1,019.00
SPONSORSHIP - CLERKS WINTER CONFERENCE 2004	3,000.00
<b>SUB-TOTAL INCOME</b>	<b>4,069.00</b>

**TOTAL INCOME:** **18,262.55**

**EXPENDITURES:**

**OTHER EXPENDITURES:**

Talladega Super Speed Way - Clerks Summer Conf. 2004	-70.00 (Tour Bus)
JAMM Entertainment - Clerks Winter Conf. 2004	-500.00
Reg. Fee Region III Conf 2005 - Door Prize at '04 Winter conf.	-125.00 (Lynette Ogden)
Mary Lynn Williams - Gifts for Shirley Henson & Dyanne Reese	-174.70
City of Citronell - Dianne Barnett - IIMC 2004 Registration	-495.00
City of Mobile - Glenda Morgan - IIMC 2004 Registration	-495.00
City of Fairhope - Geniece Johnson - IIMC 2004 Registration	-495.00
Lynette Ogden - IIMC 2004 Registration	-495.00
City of Albertville - Carol Camp - IIMC 2004 Registration	-495.00
Town of Littleville - Alice Vandiver - IIMC 2004 Registration	-495.00
City of Pelham - Peggy Bates - IIMC 2004 Registration	-495.00
City of Spanish Fort - Mary Lynn - IIMC 2004 Registration	-495.00
City of Decatur - Gail Busbey - IIMC 2004 Registration	-495.00
City of Decatur - Gail Busbey - IIMC 2003 Registration	-495.00
City of Oxford - Shirley Henson - IIMC 2004 Registration	-495.00
City of Mobile - Glenda Morgan - Fuel Region III - St. Pete, Florida	-36.20
Mary Lynn Williams - Region III 2005 Expenses - St. Pete, Florida	-766.83

**TOTAL EXPENDITURES:** **-7,117.73**

**BALANCE AS OF FEBRUARY 11, 2005** **\$11,144.82**



ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF MAY 17, 2005

<b>BEGINNING BALANCE AS OF 02/11/05</b>		<b>\$11,144.82</b>
<b>INCOME:</b>		
MEMBERSHIP DUES:	3,465.00	
SPONSORSHIP - CLERKS BREAKFAST 2005	2,550.00	
CHECK #1548 VOIDED (City of Mobile - Fuel, Region III)	36.20	
SUB-TOTAL INCOME	6,051.20	
<b>TOTAL INCOME:</b>		<b>17,196.02</b>
<b>EXPENDITURES:</b>		
Glenda Morgan - President's Rental Car - Region III 2005	-111.00	
Paula Smith - Door Prize 11/04 - Registration, Region III 2005	-125.00	
City of Muscle Shoals - Postage - Sponsor Com., Clerk's breakfast	-8.88	
<b>TOTAL EXPENDITURES:</b>		<b>-244.88</b>
<b>BALANCE AS OF MAY 17, 2005</b>		<b>\$16,951.14</b>

40<sup>th</sup> ANNUAL MUNICIPAL MANAGEMENT  
TRAINING INSTITUTE FOR  
CITY CLERKS AND ADMINISTRATORS  
BUSINESS MEETING MINUTES  
PERDIDO BEACH RESORT, ORANGE BEACH, ALABAMA  
NOVEMBER 17, 2005

Presiding: Mary Lynn Williams, President, City of Spanish Fort. The following AAMCA officers were present:

Geniece Johnson	President-Elect	City of Fairhope
Denise Jernigan	Secretary	City of Saraland
Iva Nelson	Treasurer	City of Gadsden

The meeting was called to order at 12:00 p.m. by Mary Lynn Williams, President, who welcomed everyone. Cheryl Ratliff gave the invocation.

The minutes of the May 23, 2005, AAMCA meeting were presented. Renee Moore of Gulf Shores made a motion to accept the minutes as presented. Seconded by Gina Antolini of Columbiana, motion passes unanimously.

Treasurer, Iva Nelson, with the City of Gadsden, presented the Treasurer's Report. Theresa Mercer of the City of Millbrook a motion to accept the Treasurer's Report. Seconded by Alice Vandiver with the Town of Littleville, motion passed unanimously.

The following Committee Reports were presented:

**Sponsorship Committee** – Geniece Johnson recognized and thanked all the sponsors for their support.

**Education Committee** – Cathy Constantino encouraged everyone to complete the conference evaluation forms and make note of any classes they feel would be beneficial at upcoming sessions.

**Clerk of the Year Committee** – Gail Duffey announced that Lynnette Ogden is the Clerk of the Year for those who were unable to attend in May. She commended Diane Barnett and everyone on the committee for their hard work in choosing from all the excellent candidates.

**Scrapbook Committee** – Johnnie Wyers with the Town of Eldridge, asked that the clerks mail her any pictures that they would like added to the scrapbook.

Geniece Johnson, President-elect, called for discussion on the location of the IIMC Region III meeting that will be held in Alabama in 2007. Possible locations were Montgomery, Mobile, Hoover, Opelika, and Florence.

Motion was made by Geniece Johnson of the City of Fairhope, seconded by Gwen Hughley of the City of Tuskegee, to consider Opelika, Hoover, Florence and Mobile (in that order) for the possible locations for the IIMC Region III 2007 Conference.

Motion was made by Geniece Johnson of the City of Fairhope, seconded by Lynette Ogden of the Town of Millport, to appoint Mary Lynn Williams as Chairperson of the Committee for the 2007 IIMC Region III conference in Alabama. Motion carried.

Karen Duncan reported for the Election Committee.

Motion was made by David Cohen of the City of Daphne, seconded by Lynette Ogden of the Town of Millport, to nominate Glenda Morgan, City Clerk of the City of Mobile, as Region III Vice Director. Motion carried.

There being no further nominations, Glenda Morgan was considered nominated to serve as the Region III Vice Director. Congratulations to Glenda Morgan.

The following districts gave brief reports on their current activities.

District I – No Report.	District VIII – David Cohen.
District II – Lynette Ogden.	District IX – No Report.
District III – Gina Antolini	District X – Gwen Hughley.
District IV – No Report.	District XI – Rita Lee.
District V – No Report.	District XII – Gail Duffey.
District VI – No Report.	District XIII – Keith Mosley.
District VII – Steve Hicks.	District XIV – No Report.

The 2005 Achievements and Sponsors were recognized. We truly appreciate our sponsors.

Iva Nelson read a proposed resolution supporting Dyanne C. Reese for the nomination of IIMC Second Vice President.

Motion was made by Alice Vandiver of the Town of Littleville, seconded by Geniece Johnson of the City of Fairhope, to adopt the resolution. Motion carried. Copy of Resolution Attached.

Mary Lynn Williams recognized the clerks that have received their CMC and MMC.

The following person will be sworn in as AAMCA 2006 Officers:

Geniece W. Johnson	President	City of Fairhope
Denise Jernigan	President-Elect	City of Saraland
Iva Nelson	Secretary	City of Gadsden
Karen Duncan	Treasurer	City of Pleasant Grove

Door prizes were given. Registration for the upcoming IIMC Region III conference was given to Lori Bryan of Citronelle.

There being no further business, the meeting was duly adjourned at 1:15 p.m.

Denise Jernigan-Bush, CMC, Secretary  
City of Saraland, Alabama

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF MAY 17, 2005**

**BEGINNING BALANCE AS OF 05/17/05** **\$16,951.14**

**INCOME:**

MEMBERSHIP DUES:	837.50
AAMCA PINS, COOKBOOKS, DIRECTORIES, ETC.	150.00
REGISTRATIONS - SUMMER CONFERENCE 2005	5,570.00
SPONSORSHIP - SUMMER CONFERENCE 2005	5,650.00
CHECK #1550 VOIDED (Replaced by Check #1560)	125.00
REIMBURSEMENT FROM SPANISH FORT	106.96
<b>SUB-TOTAL INCOME</b>	<b>12,439.46</b>

**TOTAL INCOME:** **29,390.60**

**EXPENDITURES:**

Cash door prizes - Clerk's Breakfast - Huntsville, May 2005	-75.00
Holiday Inn - Clerk's Breakfast - Huntsville, May 2005	-1,919.77
Lynette Ogden - IIMC Registration - St. Paul	-545.00
Town of Littleville - IIMC Registration - St. Paul (Alice Vandiver)	-545.00
Mary Lynn Williams - IIMC Conference Auction item	-70.00
Mary Lynn Williams - IIMC Conference expenses - St. Paul	-2,047.79
Cathy Constantino - President's Rental Car - IIMC, St. Paul	-177.04
 Paula Smith - IIMC Region III Registration - Door prize	 -125.00
 Diane Barnett - Summer Conference supplies	 -257.94
Mary Lynn Williams - Summer Conference supplies	-4,500.00
Mary Lynn Williams - Summer Conference supplies	-5,408.31
Can't Miss Embroidery - Tote bags	-1,914.53
IIMC representative Dyann Reese expenses, Summer Conference	-119.05
 Mary Lynn Williams - Education committee meeting	 -143.41
Shirley Henson - Engraving for AAMCA plaque at AL League	-17.82
K & R Industries - Past President's pins	-659.12

**TOTAL EXPENDITURES:** **-18,524.78**

**BALANCE AS OF NOVEMBER 15, 2005** **\$10,865.82**

**MINUTES OF BUSINESS MEETING  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
RIVERVIEW PLAZA HOTEL - MOBILE, ALABAMA  
MAY 8, 2006 - 8:00 A.M.**

Presiding: Geniece Johnson, President, City of Fairhope. The following AAMCA officers were present: Denise Jernigan-Bush, Vice President (City of Saraland)  
Iva Nelson, Secretary (City of Gadsden)

The meeting was called to order by Geniece Johnson, President, who welcomed all attendees. The invocation was given by Carolyn Smith (Council member, Lineville). First-time attendees introduced themselves.

The minutes of the November 17, 2005, meeting were presented. Shirley Henson (Oxford) moved to approve the minutes as presented, which motion was seconded by Lynn Porter (Trussville) and unanimously approved.

Treasurer Karen Duncan (Pleasant Grove) was not able to attend, and the Treasurer's Report was presented in writing. Ricky Williams (Muscle Shoals) moved to accept the report, which motion was seconded by Cathy Constantino (Orange Beach) and unanimously approved.

President Johnson advised Dyanne Reese (Savannah, GA) is seeking the office of 2<sup>nd</sup> Vice President of IIMC, and Alabama is providing welcome bags for her reception in Anaheim, CA.

The following Committee reports were presented:

Sponsorship Committee - Ricky Williams (Muscle Shoals)  
Sponsor representatives were given an opportunity to address the group and be recognized

Education Committee - Cathy Constantino (Orange Beach)  
Suggestions for future education sessions were encouraged

Clerk of the Year Committee - (Lynette Ogden, Chair was not able to attend) - Each district was requested to select a nominee for the May 24 deadline - Committee members were thanked and it was noted a meeting will be held via e-mail or conference call

President Johnson announced plans for the Summer conference to be held June 16-17 in Daphne/Fairhope (meeting facilities at the Grand Hotel will not be open). She noted approximately 250 rooms are open at the Grand Hotel and the opening is tentatively planned for October 1.

Scrapbook Committee - Johnnie Wyers (Eldridge)  
Pictures and submissions are needed regarding events in various cities

Newsletter Committee - Renee Moore (Gulf Shores)

Information is needed on happy occasions and personal events - Hope to revive the Clerk's Chatter, which was very informative

The following districts gave brief reports on their current activities:

District III - Bob Wanninger (Chelsea)

District IV - Jennifer Sharpe (Leesburg)

District VII - Dana Courtney (Pinckard)

District VIII - Geniece Johnson (Fairhope)

District XI

District XII - Betty Jones (Guntersville)

District XIII

District XIV

President Johnson advised some vendors are interested in sponsoring district meetings and/or providing door prizes. She expressed appreciation to our sponsors, as well as Ricky Williams (Muscle Shoals).

Glenda Morgan (Mobile) stated our association is supporting Dyanne Reese for 2<sup>nd</sup> Vice President of IIMC. She said we have been requested to support Mary Lynne Stratta (Bryan, TX) next year, and suggested adopting a resolution expressing support for her candidacy. T. K. Killingsworth (Clayton) moved to adopt the resolution, which motion was seconded by Betty Jones (Guntersville) and unanimously approved.

Renee Moore (Gulf Shores) recognized Glenda Morgan (Mobile), who will represent District III on the IIMC board.

President Johnson announced today's sessions, as well as upcoming conferences listed on the back of the agenda.. She also asked for volunteers to work on some of the committees for the IIMC Region III conference, which is being hosted by Alabama clerks at Renaissance Ross Bridge in Hoover. Sponsors were encouraged to participate in the IIMC conference.

Door prizes were given.

There being no further business, the meeting was duly adjourned at 9:00 a.m.

Iva Nelson, CMC - Secretary  
City of Gadsden, Alabama

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF MAY 1, 2006

<b>BEGINNING BALANCE AS OF 5/1/06</b>		<b>\$19,053.45</b>
<b>INCOME:</b>		
MEMBERSHIP DUES	397.50	
AAMCA PINS	30.00	
SPONSORSHIP MOBILE CONFERENCE	1,500.00	
SUMMER CONFERENCE REGISTRATION, DUES	75.00	
SUB-TOTAL INCOME	2,002.50	
		<b>\$21,055.95</b>
<b>EXPENDITURES:</b>		
Bank fee	-2.25	
Richard Merritt (DJ-Summer Conference)	-457.00	
Goin' Postal (overnight Merritt check)	-43.00	
Mary Lynn Williams (advance expenses Summer Conf.)	-3,000.00	
<b>TOTAL EXPENDITURES:</b>		<b>-3,502.25</b>
<b>BALANCE AS OF MAY 1, 2006</b>		<b>\$17,553.70</b>

MINUTES OF BUSINESS MEETING  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
SHERATON PERIMETER HOTEL - BIRMINGHAM, AL  
NOVEMBER 16, 2006 - 12:00 NOON

Presiding: Geniece Johnson, President (Fairhope)

The following AAMCA officers were present: Denise Jernigan-Bush, Vice President (Saraland); Iva Nelson, Secretary (Gadsden); Karen Duncan, Treasurer (Pleasant Grove)

The meeting was called to order by President Johnson, who welcomed all attendees. The invocation was given by Cheryl Ratliff.

The minutes of the May 8, 2006, meeting were presented. Renee Moore (Gulf Shores) moved to approve the minutes as presented, which motion was seconded by Cathy Constantino (Orange Beach) and unanimously approved.

Treasurer Karen Duncan (Pleasant Grove) presented the Treasurer's report in writing. She said she is anticipating several more bills relating to the IIMC Region III conference. Karen also noted Tommy Pow had presented a lump sum bill from the University of Alabama that exceeds the amount of available cash. President Johnson said she had requested an itemized invoice. Glenda Morgan (Mobile) moved to accept the report as presented. The motion was seconded by Betty Jones (Guntersville) and unanimously carried.

Region III Director Cheryl Ratliffe (Greenville, SC) noted she was unable to attend the mid-year meeting, but the other Region III Director, Glenda Morgan, had attended. She encouraged clerks to apply for MCEF scholarships and to volunteer to serve on committees. Cheryl outlined the new education guidelines and invited feedback.

Region III Director Glenda Morgan (Mobile, AL) was also present. She displayed a large notebook containing the agenda for the board meeting held October 27-28, 2006, in New Orleans, LA. Glenda highlighted the issues discussed (see attached copy of minutes). She noted she had challenged Renee Moore (Gulf Shores) to come up with a good newsletter.

President Johnson reported on the summer conference held in Daphne on June 16-17, 2006.

The following Committee reports were presented:

Sponsorship Committee - Ricky Williams (Muscle Shoals)

He acknowledged sponsors of this conference, noted a late addition of Union State Bank (Birmingham) and invited those present to address the group and be recognized.

Education Committee - Cathy Constantino (Orange Beach)

Reported on August meeting and encouraged clerks to complete evaluation forms

Newsletter Committee - Renee Moore (Gulf Shores)

Requested clerks to send city, personal and family information ([rmoore@gulfshores.al](mailto:rmoore@gulfshores.al))

Clerk of the Year Committee - Lynette Ogden (Millport)

Recognized committee members, noted nominees and reported that Janice Wilhite (Hueytown) had



been selected

Scrapbook Committee - President Johnson (Fairhope)

Noted Sherry Cole (former clerk) has some pictures and will forward them

IIMC Region III Conference Committee - President Johnson reported planning continues for the conference, which will be held January 10-12, 2007, at Ross Bridge in Hoover, AL. She noted the correct registration fee is \$149 and the tentative schedule has been mailed. Geniece encouraged cities to adopt a resolution authorizing donations to the conference.

Election Committee - President Johnson congratulated Lynette Ogden (Millport) for agreeing to serve as Treasurer and encouraged clerks to be thinking about future service.

The following districts gave brief reports on their current activities:

District III - Becky Landers (Vincent)

District IV - Shirley Henson (Oxford)

District VIII - David Cohen (Daphne)

District XI -

District XII - Gail Duffey (Scottsboro)

District XIII - Lynn Porter (Trussville)

New Business:

President Johnson reported she had accepted a challenge for Alabama (currently 3<sup>rd</sup>) to surpass North Carolina (currently 2<sup>nd</sup>) in IIMC membership. She requested that a new committee be formed to work for increased membership in the International Institute of Municipal Clerks, the Alabama Association of Municipal Clerks and Administrators and the Alabama League of Municipalities. A motion by Denise Jernigan-Bush (Saraland) was seconded by Shirley Henson (Oxford) and unanimously carried.

President Johnson referred to a resolution (see attached copy) supporting Mary Lynne Strata (Bryan, TX) for Second Vice President, which was adopted at the business meeting in Mobile on May 8, 2006. She reported that it had been sent to Ms. Strata and said that all five states have expressed support for her candidacy.

President Johnson recognized IIMC Second Vice President Dyanne Reese (Savannah, GA) and commended her excellent representation of Region III. She asked clerks to review database information from IIMC regarding CMC and other designations, and advise if corrections are needed.

Door prizes were given.

President Johnson announced the remainder of the activities and noted special door prizes will be presented at the end of the program.

There being no further business, the meeting was duly adjourned at approximately 1:00 p.m.

Iva Nelson, CMC - Secretary  
City of Gadsden, Alabama

**ALABAMA ASSOCIATIONS OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF NOVEMBER 13, 2006**

**BEGINNING BALANCE AS OF 10/19/06** **\$17,553.70**

**INCOME:**

MEMBERSHIP DUES	425.00
AAMCA PINS	165.00
SPONSORSHIP SUMMER CONFERENCE	12,310.00
SUMMER CONFERENCE REGISTRATION DUES	4,355.00
IIMC REGISTRATION REIMBURSEMENTS	817.50
<b>SUB TOTAL INCOME</b>	<b>18,072.50</b>

**\$35,626.20**

**EXPENDITURES:**

Town of Sylvan Springs (cash for Ala.League conf.)	100.00
City of Fairhope (reimbursed Ala.League breakfast)	3,328.50
Geniece Johnson (reimbursed IIMC Conf.clerks meal)	938.23
Town of Millport (IIMC conference registration dues)	545.00
City of Birmingham (IIMC conference registration dues)	545.00
City of Pleasant Grove (IIMC conf. registration dues)	545.00
City of Rainsville (reimbursed overpayment to conf.)	45.00
City of Orange Beach (presidents rental car IIMC conf.)	320.74
Geniece Johnson (presidents IIMC conf. expenses)	1,913.08
Oak Hollow Farm (Summer Conference expense)	2,252.50
Mary Lynn Williams (summer conf. bandana expense)	60.97
City of Savannah (Dyanne Reese rental car)	133.56
Kim Higginbotham (summer conference bartending)	50.00
Dorothy Lightfoot (summer conference bartending)	50.00
Geniece Johnson (summer conference expenses)	5,334.33
Mary Lynn Williams (summer conference expense)	531.84
Design Frenzy (summer conference totes)	2,511.52
Gail Busby IIMC conference registration	295.00
Lynette Ogden (Clerk of the Year plaques expense)	136.25
Town of Littleville (IIMC conf. registration)	272.50
City of Columbiana (IIMC conf.registration)	272.50
City of Oxford (IIMC conf. registration)	272.50
City of Spanish Fort (IIMC conf. registration)	272.50
City of Mobile (IIMC conf. registration)	272.50
Karen Duncan (Education committee lunch)	150.13
Lynette Ogden (reimbursement postage Clerk of Year)	11.16
Design Frenzy 150 AAMCA calculators Nov.conf.	1,050.00

**TOTAL EXPENDITURES**

**-22,210.31**

**BALANCE AS OF NOVEMBER 13, 2006**

**\$13,415.89**

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
SUMMER CONFERENCE - DAPHNE, AL  
JUNE 16-17, 2006**

PRESENTED 11-16-06

**Income:**

Sponsors	\$12,310.00
Registration	<u>\$4,355.00</u>

**TOTAL INCOME:** \$16,665.00

**Expenditures:**

Welcome Chocolates	\$140.00
Registration Tote Bags and Name Tags	\$2,511.52
Friday Night Reception - Food	\$1,580.90
Friday Night Reception - Drinks	\$220.00
Magnolia Room \$150.00 / day Friday Night	\$217.00
Jubilee Ballroom \$550.00 / day	\$1,193.50
Saturday Morning Breakfast - 13.95/person @ 56	\$965.26
Clerk of the Year	\$147.41
Saturday Night Reception, Dinner	\$2,252.50
Bandanas	<del>\$60.97</del>
Entertainment - DJ	\$457.00
Saturday Night Drinks - Mary Lynn	\$531.84
President's Expense - Geniece W. Johnson	\$343.44
Speakers Expenses - Ken & Brenda Smith - Room	\$171.72
Guest - Dyanne Reese, Vice President - IIMC Lodging 343.44, Rental Car & gas - 133.56	\$477.00
Certificates/ Printing	\$159.08
Worker Exp-Kim and Dorothy Bartenders 50/ea	<u>\$100.00</u>

**TOTAL EXPENDITURES:** \$11,529.14

**Diff** \$5,135.86

MINUTES OF BUSINESS MEETING  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
HOLIDAY INN HOTEL- HUNTSVILLE, ALABAMA  
APRIL 23, 2007

Presiding: Denise Jernigan-Bush, President (City of Saraland)

The following AAMCA officers were present: Iva Nelson, Vice President, City of Gadsden, Karen Duncan, Secretary, City of Pleasant Grove, Lynette Ogden, Treasurer, Town of Millport

The meeting was called to order by President Denise Jernigan-Bush, who welcomed all attendees.

The invocation was given by Iva Nelson.

Recognition was given to all first time attendees and CMC/MMC designations.

The minutes of the November 16, 2006, meeting was presented. Peggy Shadix (Sylvan Springs) moved to approve the minutes as presented, which motion was seconded by Paula Smith (Birmingham) and unanimously approved.

Treasurer Lynnette Ogden (Millport) presented the Treasurer's report. Paula Smith (Birmingham) moved to accept the report as presented. The motion was seconded by Lorrie Cook (Greensboro) and unanimously approved.

Region III Director, Glenda Morgan (Mobile) encouraged attendance to IIMC conference, May 22-26, at New Orleans, Louisiana. Glenda also reported IIMC is currently working on a decision for position of executive director and Chris Shalby who is serving as Interim Executive Director is being considered for the position.

The following committee reports were presented:

**Sponsorship Committee-** Gail Duffey (Scottsboro) acknowledged Elections Systems and Software sponsored the breakfast for this meeting and she is in the process of getting more sponsors for the association.

**Education Committee-** Cathy Constantino (Orange Beach) encouraged everyone to give suggestions on what they would like to have for classes.

**Newsletter Committee-** Renee Moore was unable to attend. No report was given.

**Clerk of the Year Committee-** Janice Wilhite (Hueytown) gave Clerk of the Year application forms to district representatives and noted the deadline for submitting applications is May 25th.

**Scrapbook Committee-** Johnnie Wyers (Eldridge) reported she needs everyone to send in pictures and newspaper articles to go in the scrapbook and is waiting for the material to be returned to her that the former clerk from the Town of Double Springs has.

**Summer Conference Committee-** Alice Vandiver (Littleville) reported Bob Shuman (Opelika) is helping in trying to get the Marriott Hotel for blocks of rooms. The Summer Conference will be held June 29th. and 30th. in Florence, Alabama. Also there may be a Business License Reform update.

Districts gave brief reports on their current activities.

President Bush-Jernigan recognized Election Systems and Software for sponsoring the breakfast today.

Treasurer Lynnette Ogden (Millport) asked for everyone to visit the booth and make purchases of materials. Kelly Maltby with Alabama Municipal Insurance Corporation stated their company will be glad to sponsor the District Clerks luncheons. It was reported that City Clerk Bob Wanninger (Chelsea) house had burned.

There being no further business, the meeting was duly adjourned at 9:18a.m.

Karen Duncan, CMC- Secretary  
City of Pleasant Grove, Alabama

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND  
ADMINISTRATORS  
TREASURER'S REPORT  
AS OF APRIL 20, 2007**

**BEGINNING BALANCE JANUARY 31, 2007** **\$10,065.68**

**INCOME:**

COMPUTER BAGS	\$ 340.00
MEMBERSHIP DUES	8,390.00
REIMBURSE FOR RETURN CK AND FEE	116.00
SPONSORSHIP REGION 3 MEETING	1,500.00
VOID OUTSTANDNG CHECKS	345.00

**TOTAL INCOME** **\$20,756.68**

**EXPENDITURES:**

BANK FEE AND RETURNED CHECK	\$ 110.00
CASH FOR CHANGE CONVENTION	150.00
REIMBURSE FOR LODGING REGION 3	509.58
REIMBURSE FOR POSTAGE	7.15
REIMBURSE FOR SUPPLIES REGION 3	97.43
REIMBURSE OVERPAYMENT OF DUES	50.00
SALES TAX OWED TO ROSS BRIDGE FOR REGION 3 MEETING	1348.18

**TOTAL EXPENDITURES** **\$ 2,272.34**

**BALANCE AS OF ARIL 20, 2007** **\$18,484.34**

MINUTES OF BUSINESS MEETING  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
PERDIDO BEACH RESORT - ORANGE BEACH, AL  
NOVEMBER 29, 2007 - 12:00 NOON

Presiding: Iva Nelson, President Elect (Gadsden)

The following AAMCA officers were present: Iva Nelson, President-Elect (Gadsden), Lynnette Ogden, Treasurer (Millport). Denise Jernigan-Bush, President (Saraland) and Karen Duncan, Secretary (Pleasant Grove) were absent.

The meeting was called to order by acting President, Iva Nelson, who welcomed all attendees and recognized those who recently received CMC and MMC designation. The invocation was given by Glenda Morgan (Mobile).

The minutes of the April 25, 2007, meeting were presented. Barbara Wester (Rainbow City) moved to approve the minutes as presented, which motion was seconded by Glenda Morgan (Mobile) and unanimously approved.

Treasurer Lynnette Ogden (Millport) presented the Treasurer's report in writing. Lynn Porter (Trussville) moved to accept the report as presented. The motion was seconded by Shirley Henson (Oxford) and unanimously carried.

Region III Director Glenda Morgan (Mobile) presented a report on International Institute of Municipal Clerks (IIMC) activities, including the upcoming Region III meeting in Greenville, SC, on January 23-25, 2008, and education issues that are under review. Glenda referred to the possibility of her retirement and the effect it would have on the remaining year of her term as director. She cited the following contingencies: (1) continue performing clerk duties, which would qualify her to complete her term; (2) allow Florida to make an early appointment, since it will rotate to them in 2009; (3) have Alabama appoint a replacement. Iva Nelson (Gadsden) moved to appoint a replacement director from Alabama if Glenda is unable to complete her term. The motion was seconded by Gail Duffey (Scottsboro) and unanimously carried. Glenda invited clerks to express their interest in the position.

Iva Nelson thanked Alice Vandiver (Littleville) and the entire team that made preparations for the Summer Conference held in Florence on June 29-30.

The following Committee reports were presented:

Sponsorship Committee - Gail Duffey (Scottsboro)

Acknowledged sponsors of the annual conference and recognized those present

Education Committee - Cathy Constantino (Orange Beach)

Stated 220 clerks registered for this conference

Newsletter Committee - Renee Moore (Gulf Shores)

Asked for information to put in the newsletter

Clerk of the Year Committee - Janice Wilhite (Hueytown)

Recognized all nominees and Clerk of the Year Belinda Ealey (Falkville)

Scrapbook Committee - Johnnie Wyers (Eldridge)  
Asked for pictures to update the yearbook

Election Committee - Iva Nelson congratulated Lois Williams (Selma) who will serve as Treasurer

The following districts gave brief reports on their current activities:

District I -

District III -

District IV -

District VII -

District VIII

District XI - Rita Lee (Hartselle)

District XII - Gail Duffey (Scottsboro)

District XIII - Bobby Christmas (Clay)

Iva Nelson recognized Mark Kelley of Election Systems and Software, sponsor for the luncheon. Mark invited all clerks to receive a packet regarding 2008 elections from their booth in the sponsor area.

Door prizes were given.

There being no further business, the meeting was duly adjourned at approximately 1:15 p.m.

Barbara Wester, Acting Secretary  
City of Rainbow City, Alabama



## Alabama Association of Municipal Clerks and Admn.

## Profit &amp; Loss

January 1 through November 28, 2007

11/27/07

Accrual Basis

	<u>Jan 1 - Nov 28, 07</u>
<b>Income</b>	
Account Opening Balance	10,065.88
computer bags purchased	340.00
membership dues	9,135.00
money for returned ck and fee	116.00
Municipal Management sponsors	6,000.00
return change back to account	110.00
sales of AAMCA merchandise	445.00
sponsorship Region 3 meeting	1,500.00
SUMMER conference HK Play	468.00
Summer Conference Registration	7,209.00
Summer Conference Sponsors	6,950.00
void checks	345.00
<b>Total Income</b>	<u>42,683.68</u>
<b>Expense</b>	
Anniversary Gift	100.00
bank charges	10.00
cash for conference	150.00
Donation	250.00
Entertainment Blues Brothers	1,000.00
Flowers Cheryl Ratliff funeral	115.54
meetings and catering Summer Co	7,854.99
Municipal Management expense	3,000.00
picture frames Summer Conferenc	920.39
Plaques Clerk of the Year	168.95
President's Summer Conference R	75.00
Reimburse AAMCA Pres. expense	2,290.00
reimburse for HK play tickets	630.00
Reimburse for meal IMC New Ori	795.00
reimburse for postage	7.15
Reimburse for supplies Reg 3	97.43
Reimburse lodging Dyanne Reese	339.72
reimburse lodging Ross Bridge	169.86
reimburse overpayment of dues	50.00
Reimburse Summer Conf. Registra	75.00
returned check	100.00
sales tax Region 3 Conference	1,348.18
Summer conference banquet hall	300.00
Summer conference dinner	900.00
Summer Conference tote bags	900.00
<b>Total Expense</b>	<u>21,647.21</u>
<b>Net Income</b>	<u><u>21,036.47</u></u>

MINUTES OF BUSINESS MEETING  
ALABAMA MUNICIPAL CLERKS AND ADMINISTRATORS

BIRMINGHAM-JEFERSON COUNTY CIVIC CENTER  
MAY 19, 2008

Call to Order/Welcome-Shirley Henson, City Clerk City of Oxford

All officers attended the International Institute of Municipal Clerks Annual conference in Atlanta, GA. Dawn Clapp, City of Fayette was appointed as Acting Secretary for Lynnette Ogden, Town of Millport who was attending the IIMC conference.

Shirley Henson welcomed first time attendees and recognized new CMC and MMC recipients.

The minutes of the November 29, 2007 meeting were presented. Alice Vandiver of Littleville made a motion to approve the minutes as presented. Sue Raper of Vina seconded the motion. The motion was unanimously approved.

A copy of the Treasurer's report was submitted by Lois Williams, City of Selma. Rosemary Nichols of Northport made a motion to accept the report as presented. Mary Lee Tucker of Centre seconded the motion and it was unanimously approved.

The following Committee reports were presented:

**Sponsorship Committee** –Gail Duffey, (Scottsboro) recognized sponsors

**Education Committee**-Shirley Henson (Oxford)

**Clerk of the Year Committee**- Shirley Henson (Oxford) Seven (7) applications received

**Summer Conference Committee**-Betty Jones (Guntersville)

**Scrapbook Committee**-Sandra Donahoo (Childersburg) need photos and Sandra stated she would start a new scrapbook as she took pictures.

The following districts gave reports on their current activities:

**District II**-Faye Gamble (Woodstock)

**District IV**-Mary Lee Tucker (Centre)

**District V**-Britt Thomas (Brundidge)

**District VII** Annette Whaley (Cowarts)

**District IX-Gina Smith (Prattville)**

**District X-Louise Hardman (Alexander City)**

**District XII-Gail Duffey (Scottsboro)**

**District XIII-Lynn Porter (Trussville)**

The location of annual conferences was discussed. Some clerks were concerned that the 2008 and 2009 meetings were scheduled in Birmingham. This was due to already signed contracts. It was suggested to meet at the beach but in a different month, meet in Montgomery or continue in Birmingham. A motion was made by Gwendolyn Hughley of Tuskegee to present these ideas to Tommy Pow at the 2008 meeting in Birmingham. Motion was seconded by Donzie Spears of Lisman.

Announcement was made to visit the AAMCA booth in the Exhibit hall.

Door Prizes were given.

There being no further business, the meeting was adjourned.

**IIMC REGION III CONFERENCE  
HOOVER, AL  
JANUARY 10-12-, 2007**

**Income:**

Sponsors	\$6,600.00
Cities Sponsors	\$7,300.00
Registration	\$11,025.00
Sale Items	\$185.00
Monies left over from Summer Conf - Daphne Al	\$5,135.86

**TOTAL INCOME:** \$30,245.86

**Expenditures:**

Registration Tote Bags and Name Tags	\$8,250.00
Name Tags	\$62.99
Wednesday Night Reception - Food & Drinks	\$2,044.55 Cash Bar
Breaks	\$413.05
Salon FGH Room - Wednesday Reception Night	\$342.00
Salon E - Exhibitors room -	\$798.00
Thursday - Salon E & Foyer - Continental Breakfa	\$1,807.22
Audio Visual	\$1,212.22
Lunch Buffet - Salon GH	\$3,026.88
Thursday Night Reception	\$1,151.31 Cash Bar
Thursday Night Dinner	\$5,431.02
Friday Breakfast Salon FGH	\$3,383.24
Shutter Service \$20.00 each way /package	\$575.00
Sale Tax - Ross Bridge	\$1,348.18
Greg Vetter - Speaker - Fee and Travel	\$3,354.58
Guest - Dyanne Reese, Vice President - IIMC Lodging	\$339.72
President - Denise Jernigan-Bush	\$914.10
Perry C. Roquemore, Jr - Lodging	\$169.86
Registration Form/envelops	\$373.34
Certificates/postage/Supplies	\$806.23
Bus - Off Site Class	\$250.00
Registration Refunds	\$700.00

**TOTAL EXPENDITURES:** \$36,753.49

**Diff** -\$6,507.63

*Don't know if  
this was  
4-23-07 or  
11-29-07*

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF MAY 20, 2008**

<b>BEGINNING BALANCE AS OF 01/30/2008</b>	<b>\$20,727.70</b>
<b>INCOME:</b>	
MEMBERSHIP DUES:	
REGISTRATIONS - SUMMER CONFERENCE 2008	
 SUB-TOTAL INCOME	 9,947.50
<b>TOTAL INCOME:</b>	<b>30,675.20</b>
<b>EXPENDITURES:</b>	
IIMC Conference Registration - Iva, Barbara, Cynthia	-1,630.00
Town of Millport - Lynnette - Registration	-590.00
City of Muscle Shoals - Postage - Dues Statements	-200.90
Lynnette - Reimbursement for Postage to deliver supplies	-16.00
Mary Lynn Williams - Advance for November Conference Supplies	-3,000.00
Region III Breakfast - Sheraton Hotel	-2,740.08
 <b>TOTAL EXPENDITURES:</b>	 <b>-8,176.98</b>
 <b>BALANCE AS OF MAY 16, 2008</b>	 <b>\$22,498.22</b>

**MINUTES OF AAMCA BUSINESS MEETING  
ANNUAL MEETING – BIRMINGHAM, ALABAMA  
NOVEMBER 20, 2008**

The Alabama Association of municipal Clerks and Administrators met for the annual business meeting luncheon Thursday, November 20, 2008 at 12:00 p.m. Officers present were:

President Iva Nelson, Gadsden  
President Elect Karen Duncan, Pleasant Grove  
Secretary Lynette Ogden, Millport  
Treasurer Lois Williams, Selma

The meeting was called to order By AAMCA President Iva Nelson. President Nelson welcomed everyone to the conference and business luncheon.

Invocation was given by President Elect Karen Duncan.

President Nelson recognized First Time Attendees and Clerks who have attained their CMC/MMC designations.

President Nelson presented the minutes of the business meeting of May 19, 2008 at the Alabama League of Municipalities convention. President Nelson called for a motion to adopt the minutes as read. Action taken as follows:

Motion: David Cohen, Daphne  
Second: Betty Jones, Guntersville

The minutes of the May 19, 2008 business meeting at the Alabama League of Municipalities are hereby adopted. Motion carried unanimously.

President Nelson presented the Treasurer's report. The report contained information as of October 31, 2008 stating a balance in the AAMCA checking account of \$20,691.32 President Nelson called for a motion to approve the Treasurer's report. Action taken as follows:

Motion: Renee Moore, Gulf Shores  
Second: David Cohen, Daphne

The Treasurer's report as of October 31, 2008 stating a balance in the AAMCA checking account of \$20,691.32 is hereby approved. Motion carried unanimously.

President Nelson stated IIMC President Dyanne Reese and IIMC Vice President Mary Lynn Stratta were unable to attend our conference but sent their well wishes. President Nelson states IIMC Region III Directors Glenda Morgan and Stephanie Kelly were also unable to attend as they have recently attended the IIMC Mid Year Board meeting in Riverside, California. President Nelson read a letter from Director Glenda Morgan stating a summary of IIMC board action and recommended the Alabama clerks support the nomination of Lisa Burns as Region III Director from Florida. Director Morgan listed her email address of [gamorgan777@yahoo.com](mailto:gamorgan777@yahoo.com) for everyone who would like to contact her.

President Nelson recognized Betty Jones City Clerk of Guntersville for a Summer Conference report. Clerk Jones reported the Summer Conference was held at Guntersville State Park with

an attendance of 83 registered and 14 were guests. Clerk Jones stated the attendees were presented a class on elections by Elections Systems and Software and Ken Smith of Alabama League of Municipalities on Friday afternoon and enjoyed the Will Rogers Follies on Friday night. Clerk Jones stated on Saturday the clerks received more election information from Ken Smith and Attorney General updates from Brenda Smith of the State of Alabama Attorney General office. Clerk Jones stated the attendees enjoyed a beautiful banquet on Saturday night and on a very sad note viewed an emotional slide show of the late Geniece Johnson Clerk of Fairhope whose funeral was earlier in the day in Fairhope, AL. Clerk Jones stated Mary Lynn Williams of Spanish Fort was elected Clerk of the Year 2008.

President Nelson called for Committee Reports:

**Clerk of the Year Committee** -- Belinda Ealy Chairperson not present. President Nelson read the committee members names and stated the nominees for Clerk of the Year and asked if they would stand and announced as previously reported Mary Lynn Williams of Spanish Fort is the 2008 Clerk of the Year.

**Education Committee** -- Chairperson Renee Moore, Gulf Shores. Clerk Moore stated the Education Committee decided to use the wealth of knowledge of the clerks to present classes at the conferences this year and the staff of the Alabama League of Municipalities and so far it has worked well and it eliminates costly speaker fees. Clerk Moore encourages the clerks to participate on committees and to contact the President Elect Karen Duncan about serving on a committee.

**Election Committee** -- Chairperson Lynn Porter, Trussville. Clerk Porter stated Gina Antolini, Columbiana was the only candidate for Treasurer and she was approved this morning at the opening session. Clerk Porter stated Karen Duncan was approved to the office of President, Lynette Ogden approved to the office of President Elect and Lois Williams approved to the office of Secretary.

**Membership Committee** -- Chairperson Toni McKelvey, Monroeville was not person.

**Newsletter Committee** -- Chairperson Cathy Constantino, Orange Beach was no present. President Nelson stated we received an online newsletter from Chairperson Constantino last spring.

**Retiree Committee** -- Chairperson Linda Crump, Hoover. Clerk Crump stated she needs an updated list of retired clerks and would like for the retirees to communicate with each other and plan events.

**Scrapbook Committee** -- Chairperson Sandra Donahoo, Childersburg. Clerk Donahoo stated she has received several photos and to please keep sending them. Clerk Donahoo stated President Nelson has contacted the former clerk who has the older scrapbooks and she plans to meet her to receive the scrapbooks.

**Sponsorship Committee** -- Chairperson Gail Duffey, Scottsboro. President Nelson stated Clerk Duffey has retired and was a fantastic sponsorship Chairperson.

President Nelson called for Districts Reports:

**District 2** Faye Gamble, Woodstock stated District 2 met in the summer with good attendance and Elections Systems presented instructions on elections and will meet again for a Christmas meeting in December.

**District 3** Fina Antolini, Columbiana stated they will meet December 10, 2008.

**District 4** will meet December 3, 2008 for Christmas in Jacksonville and have sponsors.

**District 6** Lois Williams, Selma stated they had a spring meeting in Selma and had a presentation on elections and they had a fall meeting in Thomasville. Clerk Williams introduced the new clerk at Valley Grand, Janet Fraizer.

**District 8** David Cohen stated they attended Glenda Morgan's retirement party and all clerks have been busy with election this year.

**District 10** stated they have not been active, usually meet every quarter and will meet in December, 2008.

**District 11** Rita Lee, Hartselle stated she met Gail Bugsby and she encouraged her to attend.

**District 12** Betty Jones, Guntersville stated they are very active and meet quarterly. Clerk Jones stated Gail Duffey retired from Scottsboro was their District Director for 31 years.

**District 13** Lynn Porter, Trussville stated they will meet for a Christmas party and install officers.

President Nelson congratulated the Districts on the good work for the past year.

President Nelson recognized the sponsors for conference: Alabama Municipal Insurance; CDG Engineering and Associates; CSI Technology; Goodwin Mills & Cawood; Judicial Correction Service; Local Government Corp.; Municipal Code; RDS and Advance Disposal. President Nelson thanked the sponsors for all their help with the conference.

President Nelson presented new business. President Nelson presented a resolution for the Alabama Association of Municipal Clerks and Administrators supporting the candidacy of Melissa "Lisa" L. Burns, MMC as Region III Director of the International Institute of Municipal Clerks (IIMC) for the term of 2009-2012. President Nelson explained that Alabama's IIMC Director Glenda Morgan's terms ends in May, 2009 and it is Florida's turn to serve on the IIMC Board. President Nelson called for a motion to adopt the resolution supporting Melissa Burns,

MMC of Florida candidacy as Region III Director of the International Institute of Municipal Clerks for the term 2009-2012 action taken as follows:

Motion: Betty Jones, Guntersville

Second: Bob Leyde, Florence



The resolution supporting Melissa Burns, MMC of Florida candidacy as Region III Director of the International Institute of Municipal Clerks for the term 2009-2012 is hereby adopted. Motion carried unanimously.

President Nelson stated several clerks have mentioned establishing an education scholarship fund in memory of the late Geniece Johnson, former clerk of Fairhope, AL. After a lengthy discussion concerning the establishment of the scholarship fund, everyone agreed to establish a temporary committee to set guidelines for the scholarship. President Nelson called for a motion. Action was taken as follows:

Motion: Gina Antolini, Columbiana

Second: Donna Treslar, Pelham

To establish an education scholarship fund in memory of the late Geniece Johnson, former clerk of Fairhope, AL and to form a temporary committee to set guidelines for the scholarship. Motion carried unanimously.

President Nelson stated conference registration fees are a concern for some members. President Nelson stated there has been discussion of a possible reduction of registration fees for non members of the Alabama Association of Municipal Clerks and Administrators to encourage them to attend and become members. A discussion was held and some suggestions were to lower the conference registration by the amount of membership fee for that municipality. After lengthy discussion, President Nelson suggested the membership committee take all the suggestions and present their findings at the Alabama League of Municipalities convention in May, 2009.

President Nelson called for a motion. Action taken was as follows:

Motion: Jackie Davidson, Center Point

Second: Lynn Porter, Trussville

The membership committee will take suggestions of the discussion on conference registration fees and present findings at the Alabama League of Municipalities convention in May, 2009. Motion carried unanimously.

President Nelson stated the IIMC Region III meeting will be held in Gainesville, Georgia January 14-16, 2009. President Nelson encouraged the Alabama clerks to attend.

President Nelson stated the annual IIMC Conference will be held in Chicago, IL May 19-23, 2009. President Nelson encouraged the Alabama clerks to attend and stated IIMC Conference is always wonderful and has great education classes the entire week.

President Nelson asked the clerks to remember Clerk Ricky Williams, Muscle Shoals in prayer in the loss of his mother in law.

Door prizes were given out and the meeting was adjourned at 1:35 p.m.

Lynette Ogden, MMC  
Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF OCTOBER 31, 2008**

<b>BALANCE FORWARD AS OF 06/30/2008</b>		<b>\$15,890.11</b>
<b>INCOME:</b>		
MEMBERSHIP DUES &		
SPONSORSHIPS - SUMMER CONFERENCE JUNE 2008	12,036.30	
SUB-TOTAL INCOME	12,036.30	
<b>TOTAL INCOME:</b>		<b>27,926.41</b>
<b>EXPENDITURES:</b>		
Hotel Expense for Ken & Brenda Smith - Guntersville	-192.40	
The Whole Back Stage - Will Rogers Follies	-1,152.00	
John Player - Guntersville Entertainment	-300.00	
Gunterville State Park Lodge - Conference Expense	-4,676.09	
Clerk of the Year Plaque	-264.60	
President's Hotel Reimbursement	-650.00	
<b>TOTAL EXPENDITURES:</b>		<b>-7,235.09</b>
<b>BALANCE AS OF October 31, 2008</b>		<b>\$20,691.32</b>

**MINUTES OF BUSINESS MEETING  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MONTGOMERY CONVENTION CENTER**

**MAY 4, 2009**

**8:30 A.M.**

Presiding: Karen Duncan, President (Pleasant Grove)

The following AAMCA officers were present:

Karen Duncan, President (Pleasant Grove)

Lynnette Ogden, President-Elect (Millport)

Peggy Shadix, Secretary (Sylvan Springs)

Gina Antolini, Treasurer (Columbiana)

The meeting was called to order by President, Karen Duncan, who welcomed all attendees, recognized new clerks and clerks who recently received CMC and MMC designation. The invocation was given by Peggy Shadix (Sylvan Springs).

The minutes of the November 20, 2008 meeting were presented. Betty Jones (Guntersville) moved to approve the minutes. Paula Smith (Birmingham) seconded the motion which carried unanimously.

Gina Antolini, Treasurer presented the treasurer's report. Donna Treslar (Pelham) moved to accept the report. Betty Jones (Guntersville) seconded the motion which carried unanimously.

The following Committee reports were presented:

**Education Committee-** Paula Smith (Birmingham) stated that we will be using clerks more often for the education sessions to cut the cost of speakers.

**Clerk of the Year Committee -**Mary Lynn Williams (Spanish Fort) – President Karen Duncan encouraged all districts to select their nominee and have them submit their paperwork to the Clerk of the Year Chairperson, Mary Lynn Williams.

**Scrapbook Committee-**Sandra Donahoo (Childersburg) thanked everyone for sending pictures and stated that the scrapbooks will be at the AAMCA Booth in the Exhibit hall for viewing.

**Summer Conference-**Mary Lynn Williams (Spanish Fort), Cathy Constantino (Orange Beach) and Renee Moore (Gulf Shores) President Karen Duncan reported that the Summer Conference will be in Spanish Fort, June 5-6, 2009. The Friday evening reception and Saturday morning breakfast will be held at the Bass Pro Shop. Saturday evening banquet will be held at the Five Rivers Conference Center. Registration Forms can be picked up at the Clerks Booth in the Exhibit Hall.

**Scholarship Committee**-Toni McKelvey (Monroeville) suggested opening a separate account for the Scholarship Fund. Donations could be made in memory or in honor of someone. She also suggested holding a "Silent Auction" similar to IIMC to raise funds.

The following District's gave brief reports on their current activities:

- District I** Bob Leyde, Florence
- District II** Lynnette Ogden, Millport
- District IV** Cindy Osbourne, Southside
- District VII** Dana Courtney, Pinckard
- District X** Jerry Bentley, Smiths Station
- District XI** Rita Lee, Hartselle
- District XII** Betty Jones, Guntersville
- District XIII** LaSonya Walker, Brighton
- District XIV** Lorrie Cook, Greensboro

Karen Duncan recognized the following sponsors for our breakfast: Mike Gardner & Kelly Maltby of AMIC, Kevin Eagan of Judicial Corrections Systems and Scott Reardon & Rebecca Rory of Compass Bank.

New Business/Announcements:

Gina Antolini encouraged everyone to join the "Clerk's Network" implemented by Lee Frazier, Assistant City Clerk (Birmingham). President Karen Duncan said Lee will share more information about this at the Summer Conference.

Door prizes were given.

There being no further business, the meeting was duly adjourned at 9:10 a.m.

Peggy Shadix, MMC - Secretary  
Town of Sylvan Springs, Alabama

**MINUTES OF THE BUSINESS MEETING  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
PERIMETER PARK SOUTH, BIRMINGHAM  
NOVEMBER 19, 2009**

Presiding: Karen Duncan, President (Pleasant Grove)

The following AAMCA officers were present:

Karen Duncan, President (Pleasant Grove)  
Lynnette Ogden, President-Elect (Millport)  
Peggy Shadix, Secretary (Sylvan Springs)  
Gina Antolini, Treasurer (Columbiana)

The meeting was called to order by President, Karen Duncan, who welcomed all attendees, recognized the new clerks and clerks who have received their CMC and MMC designation since our May meeting. The invocation was given by Bob Christmas (City of Clay).

The minutes of the May 4, 2009 meeting were presented. Denise Jernigan (Saraland) moved to approve the minutes. Barbara Wester (Rainbow City) seconded the motion which carried unanimously.

Gina Antolini, Treasurer (Columbiana) presented the treasurer's report. Iva Nelson (Gadsden) moved to accept the report. Marsha Yates (Alabaster) seconded the motion which carried unanimously.

The following Committee reports were presented:

**Election Committee** – Renee Moore (Gulf Shores) submitted the following for approval:

Lynnette Ogden (Millport) - President

Peggy Shadix (Sylvan Springs) - Vice President

Gina Antolini (Columbiana) - Secretary

Lynn Porter (Trussville) - Treasurer

Betty Jones (Guntersville) moved to approve the aforementioned clerks to be sworn in as officers for 2010. Faye Gamble (Woodstock) seconded the motion which carried unanimously.

**Membership and Scholarship Committee:** Toni McKelvey ( Monroeville) thanked all the districts for donating items for the silent auction. Toni also stated that donations can also be made in honor or in memory of someone.

**Scrapbook Committee:** Sandra Donahoo (Childersburg) encouraged everyone to view the scrapbooks. Sandra also stated that she would no longer be in charge of the scrapbooks. President, Karen Duncan thanked Mrs. Donahoo for the great job she has done.

**Sponsorship Committee:** Carole Epstein ( Mountain Brook) thanked the following sponsors:

AMIC - Montgomery, Al.

Computer Software Innovations, Inc. – Easley, SC

ETA Data Direct, Inc. – Opelika, Al.

Judicial Correction Services – Fairhope, Al.

Local Government Corporation – Columbia, TN

Municipal Code Corporation – Tallahassee, Fl.

RDS/AlaTax – Montgomery, Al.

Sterne, Agee, and Leach, Inc. – Birmingham, Al.

The following districts gave brief reports on their current activities:

District II – Faye Gamble, Woodstock

District III – Gina Antolini, Columbiana

District IV – Cindy Osbourne, Southside

District VI – Toni McKelvey, Monroeville

District VII – Gina Smith, Prattville

District VIII – Renee Moore, Gulf Shores

District XI – Kelly Dean, Priceville

District XII – Betty Jones, Guntersville

District XIII – Lynn Porter, Trussville

New Business/Announcements:

President Karen Duncan reminded all clerks of the Region III Conference to be held January 13-15, 2010 in Orlando, Fl. More information is available on the Florida Associations website at [www.floridaclerks.org](http://www.floridaclerks.org).

President Duncan stated that she would like to see the Alabama clerks develop a website for our association.

Door prizes were given.

There being no further business, the meeting was duly adjourned at 1:30 p.m.

Peggy Shadix, MMC – Secretary  
Town of Sylvan Springs, Alabama

MINUTES OF BUSINESS MEETING  
ALABAMA MUNICIPAL CLERKS AND ADMINISTRATORS

ARTHUR R. OUTLAW CONVENTION CENTER  
MOBILE, ALABAMA

MAY 17, 2010

Call to Order/Welcome-Lynette Ogden, City Clerk, Town of Millport

Lynette Ogden introduced the officers: Vice President, Peggy Shadix, Town of Sylvan Springs; Secretary, Gina Antolini, City of Columbiana and Lynn Porter, City of Trussville. Lynette recognized first time attendees and new CMC and MMC recipients.

The minutes of the November 19, 2009 meeting were presented. Denise Jernigan-Bush of Saraland moved to approve the minutes as presented. Lisa Hanks of Fairhope seconded and the motion was unanimously approved by vote of all members present.

A copy of the Treasurer's Report was submitted by Lynn Porter, City of Trussville. Barbara Wester of Rainbow City moved to approve the report as presented. Shirley Henson of Oxford seconded and the motion was unanimously approved by vote of all members present.

Lynette announced the deadline for reserving rooms for the Summer Conference, June 11-12, 2010, in Orange Beach at the Fairfield Inn, is May 18, and the deadline for conference registration is June 1.

The following committee reports were presented:

Retirees-Shirley Henson of Oxford asked for information to add to the list of retirees.

Scrapbook-Karen Duncan of Pleasant Grove-If anyone has anything to add, please send to her.

Technology-Lee Frazier of Birmingham reported on the website, [www.aamcaonline.com](http://www.aamcaonline.com). Lynette thanked Lee on behalf of the association for all of his work.

Education-Paula Smith of Birmingham reported that the committee met by e-mail for planning.

Election Committee-Iva Nelson of Gadsden reported the election will be in November at the Annual Conference.

Scholarship Committee-Toni McKelvey of Monroeville reported on the raffle to benefit the scholarship fund.

ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
ALABAMA LEAGUE OF MUNICIPALITIES  
CONVENTION - MOBILE, ALABAMA  
MONDAY, MAY 17, 2010

**GENERAL ACCOUNT**

Beginning Balance January 1, 2010		\$17,338.93
Revenues		
Dues Paid	317 Towns/Cities	9,022.50
Summer Conf	15 Registrations (5 Guests)	1,375.00
Sponsorship	3 AMIC, MuniCode	<u>1,750.00</u>
	Judicial Corr.Srv.	
Total Revenues		\$12,147.50
Expenses		
AAMCA Pins		(-2,823.69)
President Registration & Travel		<u>(-2,608.61)</u>
Total Expenses		<u>(-\$5,471.90)</u>
Ending Balance May 14, 2010		
		<u>\$24,014.53</u>

**SCHOLARSHIP ACCOUNT**

Beginning Balance January 1, 2010		\$ 3,356.00
Revenues	.00	.00
Expenses	.00	<u>.00</u>
Ending Balance May 10, 2010		<u>\$ 3,356.00</u>

Receipt and Payment details available at AAMCA booth upon request.

Submitted by:  
Lynn B. Porter, MMC



AAMCA INVENTORY

May 14, 2010

Denim long-sleeved shirts

7 - Size 2XL

3 - Size 3XL

> Door Prizes 2010 clothes

49 - Key finders - Door Prizes May + Nov 2010 clothes

94 - Gold Alabama-shaped pins

167 - Oval, black background with gold pins

520 - Round, black background with gold and rhinestones

100 - Past-President, round, black background with gold and rhinestones

MINUTES OF BUSINESS MEETING  
ALABAMA MUNICIPAL CLERKS AND ADMINISTRATORS

PERDIDO BEACH RESORT  
ORANGE BEACH, ALABAMA  
NOVEMBER 18, 2010

Call to order/Welcome-Lynette Ogden, Town of Millport

President Ogden introduced the head table and the invocation was given by President elect Peggy Shadix, Town of Sylvan Springs.

President Ogden introduced and welcomed IIMC President Sharon Cassler, MMC, and recognized new CMC's, Jennifer Brown, Pell City, Lisa Hanks, Fairhope, Cynthia D. Harris, Lineville and Kathy Dumas, Graysville.

The minutes of the May 17, 2010 meeting at the Alabama League of Municipalities were presented by Secretary Gina Antolini, Columbiana. Frankie Petree, Hodges moved for approval of the minutes as presented and Betty Jones, Guntersville seconded. The motion was unanimously approved.

The Treasurer's report was submitted by Lynn Porter, Trussville. Toni McKelvey, Monroeville moved for approval as presented and Karen Duncan, Pleasant Grove seconded. The motion was unanimously approved.

President Ogden reported on the Region III Conference, to be held in Charlotte, NC, January 9-11, 2011 at the Marriott Charlotte Executive Park Hotel. The hotel rate is \$100.00 per night and transportation to and from Charlotte Douglas International Airport will be provided by the hotel shuttle at no additional charge. She urged the clerks to attend if at all possible. Also, IIMC Conference will be May 8-12, 2011 in Nashville, TN and flyers with complete information were circulated. Alabama clerks will receive a \$50.00 discount and new attendees an additional \$50.00 discount which provides an excellent opportunity for attendance at a reduced rate. Raffle tickets were made available with the winner receiving conference attendance.

The following committee reports were presented:

Clerk of the Year-Mary Lynn Williams, Spanish Fort-Clerk of the Year is Paula Smith, Birmingham.

Education Committee-Paula Smith, Birmingham- Fifty clerks attended the Summer Conference.

Election Committee-Iva Nelson, Gadsden-No official elections will be held as all officers are unopposed and Laura Carmack, Lincoln is the candidate for incoming Treasurer.

Scholarship Committee-Toni McKelvey, Monroeville-Silent auction to benefit the education fund will run until break on Friday.

Retiree Committee-Shirley Henson, Oxford-Addresses and contact information are needed.

Scrapbook Committee-Karen Duncan, Pleasant Grove-Send submissions to add to the scrapbook.

Sponsorship Committee-Frankie Petree, Hodges-Thanks to Lynette and to the sponsors.

Technology Committee-Lee Frazier, Birmingham-Issues with the website.

The following districts gave reports on their activities:

District I-Sue Raper, Vina

District II-Faye Gamble, Woodstock

District III-Gina Antolini, Columbiana

District IV-Terri Daulton, Heflin

District VIII-David Cohen, Daphne

District X-Deborah Daniel, Lanett

District XII-Betty Jones, Guntersville

District XIII-Susan Gilmore, Adamsville

District XIV-Lorrie Cook, Greensboro

New Business-

IIMC President addressed the members regarding the upcoming IIMC Conference and urged them to attend.

President Ogden discussed the Region III Conference, which rotates to Alabama in January of 2012. Possible locations discussed and two were determined to be the most advantageous, Montgomery (Renaissance) and Fairhope (Grand Hotel). A committee was formed to discuss details of the conference and the following clerks volunteered to serve from their district: Toni McKelvey, Monroeville, Betty Jones, Guntersville, Terri

Daulton, Heflin, Karen Duncan, Pleasant Grove, Faye Gamble, Woodstock, Gina Antolini, Columbiana, Sue Raper, Vina, Vicki Marsh, Hartford, Ruth Rose, Cullman, Lorrie Cook, Greensboro and Iva Nelson, Gadsden.

Karen Duncan, Pleasant Grove, moved to approve an advance to Mary Lynn Williams for the Region III Conference, to begin to secure the facility, when chosen and to make appropriate deposits.

RDS committed to a sponsorship of \$1,000.00 for Region III and President Ogden thanked them on behalf of the association.

Respectfully submitted,

Gina Antolini, CMC  
City of Columbiana



**ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
ANNUAL CONFERENCE - ORANGE BEACH, ALABAMA  
NOVEMBER 17-19, 2010**

**SCHOLARSHIP ACCOUNT**

Beginning Balance January 1, 2010		\$ 3,356.00
Revenues		
Raffle Ticket Sales	650.00	
Scholarship Donation	100.00	
Total Revenues		\$ 750.00
Expenses		
Bank charges, checks & deposit slips	77.33	
Total Expenses		\$ <u>77.33</u>
Ending Balance November 15, 2010		\$ <u>4,028.67</u>

Receipt and Payment details available upon request.

Submitted by:  
Lynn B. Porter, MMC  
AAMCA Treasurer

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
ALABAMA LEAGUE OF MUNICIPALITIES CONVENTION  
CLERKS' BREAKFAST BUSINESS MEETING  
JUNE 27, 2011

The Alabama Association of Municipal Clerks and Administrators met for a business session during the Clerks' breakfast at the League of Municipalities Convention held in Huntsville, Alabama on June 27, 2011. President Peggy Shadix called the meeting to order and asked Chuck Haygood, City Clerk, City of Huntsville to open with prayer and return thanks.

President Shadix welcomed those attending, and introduced the head table. She recognized the sponsors of the breakfast.

President Shadix recognized first time attendees Vicki Southern of Foley and Lisa Beasley of Clayton.

President Shadix then recognized those Clerks who have received their Certified Municipal Clerk and Master Municipal Clerk designation, as follows:

MMC  
Lisa Hanks, Fairhope  
Sheila Hamilton Burns, Hokes Bluff

CMC  
Lora Johnson, Langston  
Rita Findley, Bay Minette  
Joy Marler, Vincent  
Debra Brown, Douglas  
Laura Carmack, Lincoln

The minutes of the November Annual Conference were presented. Betty Jones, Guntersville, moved the minutes be approved, seconded by Iva Nelson, Gadsden, and the motion carried.

The treasurers report was presented. Cindy Osborne, Southside, moved this report be approved, seconded by Iva Nelson, Gadsden, and the motion carried.

Cindy Osborne, Southside, Clerks' Day Committee, was recognized to report on the upcoming Summer Conference. She stated this event will be held in Orange Beach at the Island House on July 15-16. Our training will consist of Elections topics, and the Clerk of the Year will be named Saturday evening.

Keith Mosley, Gardendale, Clerk of the Year Committee, reported five districts have submitted nominations. Those are Rebecca Leavings, Vestavia Hills, Candace Reed, Winfield, Carolyn May, Grant, Terri Daulton, Heflin, and Denise Jernigan Bush, Saraland.

The Region III Conference will be held at the Battle House in Mobile on January 18-20, 2012.

Shirley Henson, Oxford, reported for the Retiree committee, saying that she needs the names and addresses of retirees so that we can keep up with them.

District Reports were given as follows:

District I - Bob Leyde, Florence reported that they have met twice this year.

District III - Gina Antolini, Columbiana, reported their district as a whole has not been active, but the Shelby County clerks have met quarterly

District IV - Terri Daulton, Heflin, their district has met several times.

District VII - Dana Courtney, Pinckard, stated they meet quarterly and schedule sponsors and programs.

District VIII - Vicky Miller, Satsuma, stated their district has not met, but they stay in touch through e-mail communications.

District X - They have not met.

District XI - Rita Lee, Hartselle, asked everyone to continue to remember Gail Busby, formerly of Decatur, as she continues to recover in the hospital.

District XII - Betty Jones, Guntersville, stated they meet quarterly and have an average attendance of 20-30.

District XIII - Susan Gilmore, Adamsville, stated they meet monthly. Lee Frazier from this district has set up the AAMCA website, [AAMCAonline.com](http://AAMCAonline.com), and Rebecca Leavings and Lynn Porter have gotten the e-mail list going. This district is also home district of two of our State officers.

Lynn Porter, Trussville, was recognized and presented draft of Bylaws to serve as a companion piece to give guidance to our officers. She ask that each member review this draft. It will be brought before the membership for a vote at the November annual conference, and is currently posted on the website.

Rebecca Leavings, Vestavia Hills, Education Committee, was recognized and stated that she and the current officers are in agreement that the Certified Municipal Clerk training needs to get back to basics. A core curriculum has been developed to cover six sessions, and will be rotated to ensure all of the basic elements of the clerks' job are covered over a three-year period. IIMC Institute regulations now mandate an assessment component that can be accomplished by one of several methods. Our State Institute currently does not use testing, but we need to be proactive to address this before IIMC comes back to us. It appears that a test or quiz would be the simplest assessment tool to implement. This will be revisited at the November annual conference, and we have asked Tommy Pow of the University of Alabama to implement these new measures beginning in 2012. The draft core curriculum is posted on the website.

City Clerk Leavings stated we are working on the education portion of the Region III meeting in Mobile.

President Shadix stated we are also looking for door prizes for this meeting.

No other business coming before the body, the meeting was adjourned.

Respectfully submitted,

Lynn B. Porter, City of Trussville  
AAMCA Secretary



ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
ALABAMA LEAGUE OF MUNICIPALITIES  
CONVENTION - HUNTSVILLE, ALABAMA  
June 27, 2011

**GENERAL ACCOUNT**

Beginning Balance November 4, 2010 \$ 13,660.42

Revenues

Pin Sales		\$	195.00
Reimbursement	Scholarship Fund	\$	1,730.00
Dues Paid	302 Towns/Cities	\$	8,812.50
Summer Conf	75 Registrations (13 Guests)	\$	6,275.00
Sponsorship	5 GMC, JCS, AMIC, MCC	\$	2,750.00
	Regions		
Donation	Tornado Relief	\$	150.00
Donation	Scholarship Fund	\$	85.00

TOTAL REVENUES \$ 19,997.50

Expenses

Gifts/Annual Conference		\$	(417.99)
Advance/Region III		\$	(5,000.00)
Transfer to scholarship fund		\$	(85.00)
President Registration & Travel		\$	(2,365.06)
Refunds/overpayment of dues		\$	(50.00)
Refund/summer conference		\$	(75.00)
Gift/Perry Roquemore		\$	(410.00)

TOTAL EXPENSES \$ (8,403.05)

Ending Balance June 24, 2011 \$ 25,254.87

Receipt and Payment details available upon request.

Submitted by:  
Laura S. Carmack  
AAMCA Treasurer

**ALABAMA ASSOCIATION OF  
 MUNICIPAL CLERKS AND ADMINISTRATORS  
 TREASURER'S REPORT  
 ALABAMA LEAGUE OF MUNICIPALITIES  
 CONVENTION - HUNTSVILLE, ALABAMA  
 June 27, 2011**

**Scholarship Account**

Beginning Balance November 15, 2010		\$ 4,028.67
<b>Revenues</b>		
Silent Auction	\$ 654.00	
Donation	\$ 85.00	
TOTAL REVENUES		\$ 739.00
<b>Expenses</b>		
Split/auction proceeds (Bay Tree Council)	\$ (40.00)	
Transfer to General Fund/2010 IIMC scholarships	\$ (1,730.00)	
Reimbursement 2011 IIMC scholarship	\$ (510.00)	
TOTAL EXPENSES		\$ (2,280.00)
Ending Balance June 24, 2011		\$ 2,487.67

Receipt and Payment details available upon request.

Submitted by:  
 Laura S. Carmack  
 AAMCA Treasurer

ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
ANNUAL CONFERENCE - November 30- December 2, 2011

The Alabama Association of Municipal Clerks and Administrators met at the Perdido Beach Resort in Orange Beach, Alabama on November 30 through December 2, 2011 for their annual winter conference. President Peggy Shadix presided over the breakfast meeting on Thursday, December 1, and Secretary Lynn Porter recorded the minutes.

President Shadix called the meeting to order, and introduced the head table. She called upon City Manager Ken Grimes of Orange Beach who welcomed the group and thanked them for continuing to hold their conferences in Alabama to support our local economy.

City Clerk Bob Christmas, City of Clay opened the meeting in prayer.

President Shadix recognized first time attendees, and recognized those members who have attained their CMC and MMC certifications.

Deputy City Clerk Carole Epstein, City of Mountain Brook, was recognized and named and thanked the sponsors of this conference for their contributions.

President Shaddix called upon City Clerk Iva Nelson, City of Gadsden, Chairperson of the Nominations Committee. Iva explained that the President-Elect is automatically elevated to the office of President. The offices of President-Elect, Secretary and Treasurer are open for nomination and election each year. She explained that members in good standing may cast a vote, however each municipality is limited to one vote per city. We will conduct an election during the day to determine the offices with opposition, and announce the outcome at the end of the afternoon session.

She introduced President-Elect Gina Antolini, City of Columbiana as the incoming President of our Association beginning in January.

Iva then stated that Lynn Porter, City of Trussville has placed her name for consideration for the office of President-Elect. The floor was opened for other nominations, and there being none, nominations were closed. Karen Duncan, Pleasant Grove moved the name of Lynn Porter be certified to the office of President-Elect, seconded by Paula Katauskas, Kinston, and upon a voice vote, the motion carried.

Iva stated that Laura Carmack has placed her name for consideration for the office of Secretary. The floor was opened for other nominations, and there being none, nominations were closed. Gina Antolini, Columbiana moved the name of Laura Carmack be certified to the office of Secretary, seconded by Nina Dickerson, Newton, and upon a voice vote, the motion carried.

Iva announced that two people have placed their names for consideration for the office of Treasurer, those being Terri Daulton of Heflin and Lisa Hanks of Fairhope. Terri Daulton was

recognized and asked that her name be withdrawn from consideration as she has lost her assistant, and felt that she could not assume additional duties at this time. The floor was opened for other nominations, and there being none, nominations were closed. Lynette Ogden, Millport, moved the name of Lisa Hanks be certified to the office of Treasurer, seconded by April Price, Wilton, and upon a voice vote, the motion carried.

The meeting was adjourned.

Respectfully submitted,

Lynn B. Porter  
AAMCA Secretary

**ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
FALL CONFERENCE  
PERDIDO BEACH, ALABAMA  
November 30, 2011**

**GENERAL ACCOUNT**

Beginning Balance June 24, 2011 \$ 25,254.87

Revenues

Pin Sales		\$	30.00	
Shirts		\$	340.00	
Dues Paid		\$	205.00	
Summer Conf	Registration	\$	3,150.00	
Sponsorship	JCS, AMIC, RDS, Regions	\$	2,850.00	
Donation	Tornado Relief	\$	326.00	
Region III	Registration	\$	2,475.00	
<b>TOTAL REVENUES</b>				<b>\$ 9,376.00</b>

Expenses

Summer Conference(Island House)		\$	(7,076.48)	
Retainer/Deposit/Region III		\$	(972.50)	
Plaques/Supplies/Summer Conference		\$	(2,610.51)	
President Registration & Travel		\$	(1,810.05)	
ALM Breakfast		\$	(2,350.00)	
Refund/summer conference		\$	(150.00)	
Shirts		\$	(340.00)	
Tornado Relief		\$	(476.00)	
Planners		\$	(819.70)	
Region III Printing/Postage		\$	(680.76)	
<b>TOTAL EXPENSES</b>				<b>\$ (17,286.00)</b>

Ending Balance November 23, 2011 \$ 17,344.87

Receipt and Payment details available upon request.

Submitted by:  
Laura S. Carmack  
AAMCA Treasurer

**ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
FALL CONFERENCE  
PERDIDO BEACH, ALABAMA  
November 30, 2011**

**Scholarship Account**

Beginning Balance June 24, 2011		\$ 2,487.67
Revenues		
Donation	\$ 25.00	
Donation	\$ 100.00	
TOTAL REVENUES		\$ 125.00
Expenses		
Reimbursement 2011 IIMC scholarship	\$ (510.00)	
Gift Cards/Raffle	\$ (100.00)	
TOTAL EXPENSES		\$ (610.00)
Ending Balance November 23, 2011		\$ 2,002.67

Receipt and Payment details available upon request.

Submitted by:  
Laura S. Carmack  
AAMCA Treasurer

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS**

**BYLAWS**

**TO BE USED AS SUPPLEMENTAL INFORMATION  
TO THE AAMCA CONSTITUTION**

**ADOPTED AND APPROVED ON DECEMBER 1, 2011**

ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
BYLAWS

- I. Officer Responsibilities not provided in Constitution
  - A. The President shall:
    1. Approve all invoices to be paid by the Treasurer that are approved outside of convened sessions of the Association.
  - B. The Treasurer shall:
    1. Have custody of all Association funds, making disbursements only as authorized by the Association, either by specific action or vote of the membership or upon approval of the President on invoices received at other times. Accounts shall bear the name of the Association, and signature cards shall bear the names of at least two of the four officers on each account.
    2. Forward a copy of bank account statement(s) to the President monthly.
    3. Provide a copy of the membership roster to the President or other officers annually or as needed.
- II. President and Vice-president Registration and Travel
  - A. Registration and travel expenses may be paid from the Association treasury only to those events at which the President presides or to IIMC or IIMC Region III meetings where the President represents the State Association. This does not include costs incurred for semi-annual AAMCA certification classes.
  - B. The Vice-President's travel expenses may be paid for attendance at District meetings throughout the state.



### III. SCHOLARSHIPS

- A. Funding permitting, a maximum of three scholarships per year may be approved to IIMC Annual Conference.
- B. Any member whose dues are current may apply for scholarship by filing the prescribed application. The Scholarship Committee shall determine the approval of funding based upon need and/or other demonstrated criteria.
- C. Scholarships will not be awarded to the same individual more frequently than every 3 years, with new applicants being given first priority.
- D. In years that the state association hosts the Region III conference, one registration shall be offered by the association as a door prize at the November conference. This registration shall not include travel or lodging expenses.

### IV. AMENDMENTS

- A. Amendments to the bylaws shall be approved in the same manner as amendments to the Constitution.

ORGANIZATIONAL RECORD OF THE FORMATION OF THE  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

During the Fifth Annual Management Training Institute for City Clerks, held at the University of Alabama at Tuscaloosa, Alabama, November 17, and 19, 1970, a general discussion was held concerning the formation of a formal City Clerk's Association, a subject which had been discussed during previous gatherings of Clerks. It was decided by those in attendance that a Steering Committee be appointed to look into the matter and report its recommendations at the meeting to be held for Clerks at the 1971 Alabama Municipal League Convention to be held in Montgomery, Alabama, April 17-20, 1971. Mr. W. F. Pearson, veteran City Clerk of Opelika, Alabama, was named Chairman of the Committee, and all interested Clerks were asked to send suggestions in to Mr. Pearson.

A brief business meeting of interested City Clerk's was held in Montgomery, Alabama, April 20, 1971, with Mr. William Watson, City Clerk of Brundridge, Alabama, presiding. A brief report of the Steering Committee was discussed and recommendations were made that a Chairman, Vice-Chairman and Secretary-Treasurer be elected for the Clerk's Organization.

Mr. W. F. Pearson, City Clerk, Opelika, Alabama, was nominated and duly elected as Chairman of the organization. Mr. Alex Garrett, City Clerk, Montgomery, Alabama, was nominated and duly elected as Vice-Chairman of the organization. Mr. Harold Nevells, City Clerk, Phenix City, Alabama, was duly elected as Secretary-Treasurer of the organization.

The above officers were charged with the responsibility of investigating further the formation of the organization and bringing information concerning same before the clerks in attendance to the Sixth Annual Management Training Institute for City Clerk's to be held at the University of Alabama, November 16-18, 1971. Meeting was formally adjourned.

MINUTES OF THE MEETING OF THE  
CITY CLERKS OF ALABAMA, THURSDAY,  
DECEMBER 9, 1971, MONTGOMERY, ALABAMA.

Present at this meeting were: W. F. Pearson, Alex R. Garrett, C. T. Porch, Miss Bettie Scott, Mrs. Dorothy Harris, Miss Rachell L. Waters, Miss Pattie Simmons, Leon Tucker, William Watson and Tom Wilkerson.

After Chairman Pearson opened the meeting, a general round table discussion was held at which time a number of items were presented and discussed in an effort to arrive at a starting point for the further and formal activation of the organization.

Several items listed here below were officially adopted by this executive committee, and other were generally agreed upon as recommendations to be presented for further action by those clerks attending the general convention of the League to be held in April of 1972, at Mobile, Alabama.

1. NAME. On motion by Garrett, seconded by Tucker, committee voted unanimously to adopt as the official name of the organization the following: "Alabama Association of Municipal Clerks and Administrators"---AAMCA.

Eligible for membership: City Clerks and Assistant Clerks, City Managers or Administrative Assistants, City Treasurers, Finance Officers, and Purchasing Agents.

2. AIMS. Aims of the organization are to be to promote the general improvement of operation of City Government, and the better execution of duties by members through education and coordination. Some items to be stressed are: education and training, uniformity of records, coordination of programs with the Municipal League and other organizations that can be helpful to us, such as the universities and schools of the State, and with the International City Clerk's Organization.
3. VOTING RIGHTS AND MEETINGS. On motion by Watson, seconded by Garrett, committee voted unanimously to allow each member city one (1) vote even though some cities or towns might have two or more individual officers who are members of the city clerk's organization. An official meeting of the organization will be held at the League Convention each year, another meeting of the total organization will be held at the annual Clerk's Training Institute, and at least two district meetings will be held each year.
4. DUES. On motion by Tucker, seconded by Watson, committee voted unanimously to establish membership dues at \$3.00 per year, per active member, and on motion by Garrett, seconded by Tucker, it was unanimously voted for dues to cover

Page Two  
Minutes of December 9, 1971,  
Clerk's Association Meeting

Continued listing of items determined in general discussion:

4. DUES: the period of January 1, to December 31, each year, being due and payable between January 1 and May 1, each year, hopefully no later than the April Municipal League Meeting.
5. OFFICERS AND TERMS OF OFFICE. On motion by Watson, seconded by Garrett, committee voted unanimously to establish the terms of office to be one (1) year from the annual convention meeting with the provision that the present officers and committee members will serve until the April 1973, convention meeting.

On motion by Watson, seconded by Harris, committee voted unanimously to require that each District elect, prior to the April meeting, a member to serve as Executive Committee Member from said District, and from this twelve member Executive Committee, there shall be elected a Chairman, Vice-Chairman, and Secretary-Treasurer to serve the organization until the following April convention.

Upon completion of the above business, the meeting adjourned.

MINUTES OF THE MEETING OF THE  
CITY CLERKS OF ALABAMA, THURSDAY,  
NOVEMBER 18, 1971, TUSCALOOSA, ALABAMA.

Mr. William Watson presided at this meeting and explained that in an effort to speed up the finalization of the organization, it would be good if those members appointed November 17, 1971, would serve as members of the Executive Committee. On motion and second, members voted unanimously to agree to the above procedure, therefore, the following members were elected as members of the Executive Committee of the Municipal Clerk's of Alabama Association:

District No. 1-Counties of Lauderdale, Colbert, Franklin, Marion and Winston.

Mrs. Elsa S. McGraw, City Clerk  
Post Office Box 579  
Winfield, Alabama 35594

District No. 2-Counties of Lamar, Fayette, Pickens, Tuscaloosa, Green, Hale and Bibb.

Mrs. Patsy L. Pinion, City Clerk  
Post Office Box 185  
Reform, Alabama 35481

District No. 3-Counties of Jefferson, Chilton, Shelby, Walker, Blount and St. Clair.

Miss Bettie Scott, City Clerk  
1905 First Avenue, North  
Pell City, Alabama 35213

District No. 4-Counties of Coosa, Tallapoosa, Chambers, Talladega, Clay, Randolph, Cleburne, Calhoun, Etowah, and Cherokee.

C. T. Porch, City Clerk-Manager  
Post Office Box 589  
Alexander City, Alabama 35010

District No. 5-Counties of Lowndes, Butler, Crenshaw, Pike, Bullock, and Macon.

William Watson, City Clerk  
104 North Main Street  
Brundidge, Alabama 36010

District No. 6-Counties of Washington, Clarke, Monroe, Conecuh, Wilcox, Choctaw, Sumter, Marengo, Perry, and Dallas.

Mrs. Dorothy D. Harris, Purchasing Agent-Treasurer  
Post Office Drawer L  
Selma, Alabama 36701

Page Two  
Minutes of November 18, 1971  
Clerk's Association Meeting

Continued listing of members of Executive Committee:

District No. 7-Counties of Covington, Coffee, Geneva, Dale, Houston,  
Henry and Barbour.

Miss Rachell L. Waters, City Clerk  
Enterprise, Alabama 36330

District No. 8-Counties of Mobile, Baldwin and Escambia.

Richard L. Smith, City Clerk  
Post Office Box 1827  
Mobile, Alabama 36601

District No. 9-Counties of Autauga, Elmore and Montgomery.

Alex R. Garrett, City Clerk  
City Hall  
Montgomery, Alabama 36102

District No. 10-Counties of Lee and Russell.

W. F. Pearson, City Clerk  
Post Office Box 390  
Opelika, Alabama 36801

District No. 11-Counties of Lawrence, Morgan and Cullman.

Leon J. Tucker, City Clerk  
Post Office Box 278  
Cullman, Alabama 35055

District No. 12-Counties of Limestone, Madison, Jackson, Marshall,  
and Dekalb.

Thomas V. Wilkinson, City Clerk  
916 Broad Street  
Scottsboro, Alabama 35768

Upon completion of above business, the meeting was adjourned.

MINUTES OF THE MEETING OF THE  
CITY CLERKS OF ALABAMA, WEDNESDAY,  
NOVEMBER 17, 1971, TUSCALOOSA, ALABAMA.

Mr. William Watson, in the absence of Chairman Pearson, presided at this meeting and reviewed the progress made toward the organization of the Municipal Clerks of Alabama Association.

At the Clerk's meeting in Montgomery, Alabama, in April of 1971, the following officers were elected: Mr. W. F. Pearson, Chairman; Mr. Alex R. Garrett, Vice-Chairman; Mr. William H. Nevels, Secretary-Treasurer. Since Mr. Nevels is no longer connected with city government, it was necessary to elect another person to fill the office of Secretary-Treasurer. Mr. C. T. Porch, City Clerk of Alexander City, Alabama, was duly nominated and elected to fill the office of Secretary-Treasurer.

A discussion was held as to the best method to use in forming an Executive Committee, and the decision was made that one member clerk present from each of twelve districts in the State was to suggest a representative from subject districts for appointment to the Executive Committee by the Chairman. Meeting was adjourned.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF MEETING HELD IN MOBILE, ALABAMA, APRIL 25, 1972.

The Business Meeting was called to order by President W. F. Pearson, at the conclusion of the Clerk's Tuesday morning session of the Alabama Municipal League Convention.

Thirty-eight members were present and a general discussion of the proposed constitution and By-Laws was held.

Motion was made by Alex Garrett, City Clerk of Montgomery, Alabama, for the adoptions of the Constitution and By-Laws as presented. Motion was seconded by William Watson, City Clerk of Brundidge, Alabama.

The Constitution and By-Laws were adopted unanimously.

There being no further business to come before the meeting, on motion duly adopted the meeting adjourned.



ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF MEETING HELD IN CONJUNCTION WITH A DINNER AT CLERK'S  
TRAINING INSTITUTE, TUSCALOOSA, ALABAMA, NOVEMBER 15, 1972.

President W. F. Pearson, presided.

No formal business was transacted.

At the conclusion of the dinner, certificates were awarded to all who attended the Institute.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF MEETING HELD MAY 22, 1973, IN BIRMINGHAM, ALABAMA, AT  
THE ALABAMA MUNICIPAL LEAGUE CONVENTION.

Chairman W. F. Pearson presided. Vice-Chairman Alex Garrett and Secretary-Treasurer were also present, along with a sizable number of member clerks.

Secretary-Treasurer announced that Mr. James E. Wilson, City Clerk, Florence, Alabama, was elected to the Executive Committee from District No. 1.

Mr. Hugh Wall, City Clerk, Selma, Alabama, was elected to the Executive Committee from District No. 6.

Mr. Carl Griffin, City Clerk Enterprise, Alabama, was elected to the Executive Committee from District No. 7.

Since there was not a quorum of Executive Committee members present at this meeting, the election of officers was not held, but present officers were asked to continue in office until the time of the next Management Training Institute for Municipal Clerk's to held at the University of Alabama, in November, 1973. No further business was transacted and the meeting adjourned.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF MEETING HELD NOVEMBER 13-14, 1973, at TUSCALOOSA, ALABAMA.

No formal meeting was held during the Eighth Annual Municipal Management Training Institute, held at the University of Alabama, Tuscaloosa, Alabama, November 13-14, 1973, due to the fact that Chairman Pearson and several other Clerks had to leave the Institute early; however, the results of balloting by mail from the Executive Committee, was announced with the outcome being that the present officers were re-elected to serve until the next meeting which is to be held at the time of the Alabama Municipal League Convention, to be held in Mobile in April, 1974.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF MEETING HELD APRIL 23, 1974, MOBILE, ALABAMA

The meeting was called to order by Vice-Chairman Alex Garrett.

Secretary-Treasurer C. T. Porch, announced that the following had been elected as members of the Executive Committee by the respective Districts:

- District No. 1-James E. Wilson, Florence, Alabama.
- District No. 2-Mrs. Clyde R. Shipley, Moundville, Alabama.
- District No. 3-Mrs. Gladys D. Prentice, Leeds, Alabama.
- District No. 4-C. T. Porch, Alexander City, Alabama.
- District No. 5-William Watson, Brundidge, Alabama.
- District No. 6-Hugh Wall, Selma, Alabama.
- District No. 7-Carl Griffin, Enterprise, Alabama.
- District No. 8-Richard L. Smith, Mobile, Alabama.
- District No. 9-Alex Garrett, Montgomery, Alabama.
- District No. 10-W. F. Pearson, Opelika, Alabama.
- District No. 11-J. Leon Tucker, Cullman, Alabama.
- District No. 12-Tom Wilkinson, Scottsboro, Alabama.

From the above committee members, the following officers were elected:

Chairman---William Watson  
Vice-Chairman---J. Leon Tucker  
Secretary-Treasurer---C. T. Porch

The meeting was turned over to the new Chairman, and after a few remarks from Chairman Watson, the meeting was adjourned.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF MEETING HELD NOVEMBER 14, 1974, at TUSCALOOSA, ALABAMA.

This meeting was held after a breakfast starting at 7:30 a.m., was enjoyed by quite a large number of members.

The meeting was called to order by Chairman William Watson who extended the thanks of the group to Mr. Travis Windham of the firm Thornton, Farish and Gauntt, Incorporated, by their hosting of the enjoyable breakfast.

Chairman Watson explained to the membership that there was a need to amend the Constitution of the Association so that the officer titles set forth in Article IV-Officers and Terms of Office, would be designated as a president and a vice president instead of as a chairman and vice chairman.

Motion was made by Mr. W. F. Pearson and seconded by Mr. John Nowell that the Constitution be so amended. The vote on this motion was unanimous.

Chairman Watson presented to the meeting the question of membership dues and the fact that there was a need to increase said yearly dues.

After discussion by the members, a motion was made by Mr. John Nowell and seconded by Mrs. Norma Willis that Article VII-Dues, of the Constitution be amended to read: Membership dues shall be \$10.00 per annum for each member.

This motion upon being put to a vote, carried by a majority vote of the members present.

President Watson next presented a framed Certificate of Appreciation to Mr. W. F. Pearson, City Clerk of Opelika in recognition of his service as President of the Association from April 1971 until April 1974.

President Watson next presented a framed Certificate of Appreciation to Mr. Alex Garrett, City Clerk of Montgomery, in recognition of his services as Vice President of the Association from April 1971 until April 1974.

Both of the above recipients expressed to the members their thanks for the certificates and pledged their continued support of the Association.

Charter membership certificates were passed out to all qualified members present and the Secretary-Treasurer was instructed to mail out certificates to all the other qualified members.

There being no further business, the meeting was adjourned.

The annual meeting of the Alabama Association of Municipal Clerks and Administrators convened in regular session on April 22, 1975, at the Russell Erskine Hotel Ballroom at 8:00 A.M. in Huntsville, Alabama.

The meeting was called to order by William Watson, President.

Mr. Watson welcomed all the clerks and administrators, and at this time he read the following District Representatives for the 1975-1976 year:

<u>District No.</u>	<u>Name</u>	<u>Address</u>
1	James Wilson	Florence
2	Mrs. Clyde Shipley	Moundville
3	Mrs. Gladys D. Prentice	Leeds
4	C. T. Porch	Alexander City
5	Jimmy A. Floyd	Troy
6	Hugh Wall	Selma
7	Carl W. Griffin	Enterprise
8	Mrs. Mary L. Potter	Saraland
9	Alex Garrett	Montgomery
10	Tyron Tisdale	Auburn
11	J. Leon Tucker	Cullman
12	Tom Wilkinson	Scottsboro

President Watson read the following proclamation by Governor Wallace, declaring the week of May 11-17 as Municipal Clerk's Week.

He stated we need to thank the following representatives who helped on this proclamation: Mitchell, Perry, Jones, Tolbert, Fillipo, Powell, McDonald, and Foshee.

Getting new members was discussed. The President urged all the members to go back home and get at least one more member.

At this time the following officers were installed by President Watson:

C. T. Porch	President
Leon Tucker	Vice-President
Mary L. Potter	Secretary/Treasurer

President Porch then took charge of the meeting.

William Watson moved that we increase the annual dues from \$3.00 a year to \$10.00 a year, effective immediately. Seconded by Alex Garrett and upon vote, motion carried.

Charter members were discussed.

Norma Willis moved we extend the charter members time until April, 1976. Seconded by Earl Tisdale and upon vote, motion carried.

There being no further business to come before the meeting, the meeting adjourned at 9:00 A.M. upon motion.

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 20, 1975, at the University Room of the Ramada Inn Downtown, Tuscaloosa, Alabama. The meeting was called to order at 12:30 P.M. by C. T. Porch, President, with approximately 50 members present. The reading of the minutes was deleted at this time.

President Porch announced that Francis Pearson has passed away since we last met. He was our first president of the City Clerk's Association and a friend to all of us. We sure do miss him. Mr. Porch read the following resolution:

A RESOLUTION TO EXPRESS THE DEEP FEELING OF REGRET ON THE PART OF THE MEMBERSHIP OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS, OVER THE PASSING OF A LONG-TIME AND FAITHFUL PUBLIC SERVANT, OUR FRIEND AND ADVISOR AND FORMER PRESIDENT OF SAID ASSOCIATION-----WILLIAM FRANCIS PEARSON-----AND TO PRESERVE THROUGH OUR PERMANENT RECORDS A WRITTEN MEMORIAL OF THE ESTEEM IN WHICH HE WAS HELD BY THE MEMBERSHIP OF THIS ASSOCIATION.

WHEREAS, for over thirty years, Francis Pearson was connected with Municipal Government in the State of Alabama; and

WHEREAS, during this long period of time he was never known to waiver in the fulfillment of every duty exacted of him through long hours and hard work; and

WHEREAS, in the performance of his official duties, as well as in his social and personal contacts, he was understanding and uniformly courteous to old and young alike of every race; and

WHEREAS, because of the outstanding service he rendered this association as a guiding force in its formation and the serving as its President during the first three years of the association's existence, he will be greatly missed from the walks of men:

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERSHIP OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS, AS FOLLOWS:

1. That this resolution be recorded among the permanent records of this association as a written memorial of the esteem in which Francis Pearson was held by the membership of this organization for the long and faithful service he rendered to municipal government in Alabama.
2. That a copy of this resolution duly signed by the officers of this association, be transmitted to the family of this revered public servant.

ADOPTED AND APPROVED THIS 20th DAY OF NOVEMBER, 1975.

Norma Willes moved we adopt the above read resolution and send a copy to Mrs. Pearson. Seconded by Bill Watson and upon vote, motion carried.

Mr. Porch reported, "I have received some complaints about the newly organized Alabama City Managers/Administrators Association will take away from our organization, but from talking to these men, this is not the case, they want to help us. They don't want to take away, but add to city government. I think there is room for both associations. This year our meeting was only 1 month apart, but next year I hope this will not be the case."

John Newberry asked what are the membership qualifications?

Colonel Tisdale stated that this was organized from encouragement from the Alabama League of Municipalities like other states. Anyone can join if they are City Managers, City Administrators, have an executive position, and City Clerks who manage and who have authority over other department heads.

Someone asked did this mean advise as well as supervise?

Mr. Tisdale stated, "No". This was discussed.

Mr. Porch reported at last year's convention, we had a breakfast meeting and this worked real well, would like to know if the association wants to do this in May, 1976, at the convention again. This was discussed.

John Nowell moved we have a breakfast meeting at the 1976 convention in May at Birmingham. Seconded by Bill Watson and upon vote, motion carried.

Mr. Porch also reported the International Municipal Clerk's Association has sent a Revenue Sharing Questionnaire to every city clerk, he urged everyone to fill this out and return as soon as possible.

Bill Watson moved we adopt the following Resolution:

RESOLUTION ON RE-ENACTMENT  
OF FEDERAL REVENUE SHARING

WHEREAS, Federal Revenue Sharing has proved itself to be of great benefit to local governmental units throughout the country and to their citizens by providing needed funds which would be difficult to replace from other municipal revenues; and

WHEREAS, these funds have been used wisely by local government providing needed services without the often unnecessary restrictions of previous categorical programs; and

WHEREAS, one of the objects of Federal Revenue Sharing should be its predictability which enables local units of government to coherently plan their use of these funds; and

WHEREAS, there is some discussion that this program will not be renewed by the Federal Government at it's termination in 1976;

NOW, THEREFORE, BE IT RESOLVED that the Alabama Association of Municipal Clerks and Administrators, meeting in regular session on November, 1975, that this Association strongly urges the renewal of this program which supplies vitally needed funds to the local government units of this country and that this support be conveyed to its membership, Congressional leaders, and appropriate persons and organizations.



Seconded by John Newberry and upon vote, motion carried.

H. J. Buckhalt reported the President of IMCC Association died and he wants the association to send a letter of sympathy. Mr. Porch stated he would take care of this.

The Revenue Rally to be held in Washington was discussed.

Gary Christian reported on the Revenue Sharing. It must be passed by December 15th, if not the checks will be held up because can't be put on the agenda. This was discussed.

Mr. Porch reported we will need a representative elected before the convention because at convention we will elect a President, Vice-President, and Secretary-Treasurer.

The Treasurer gave the following report:

Checking Acc. Balance	\$287.68
Stamp & Envelope	5.60
	<u>\$282.08</u>
Saving Account	910.00

At this time, the President read the following list of Directors:

James E. Wilson - Florence	Carl W. Griffin - Enterprise
Mrs. Clyde R. Shipley - Moundville	Mary L. Potter - Saraland
Mrs. Gladys D. Prentice - Leeds	Alex Garrett - Montgomery
C. T. Porch - Alexander City	Tyron Tisdale - Auburn
Jimmy A. Floyd - Troy	J. Leon Tucker - Cullman
Hugh Wall - Selma	Tom Wilkinson - Scottsboro

Gladys Prentice suggested that we organize in each district and have a quarterly meeting. This was discussed.

The Tort Liability Immunity Bill was discussed.

There being no further business to come before the meeting, the meeting adjourned at 1:30 P.M.

*Mary L. Potter*

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS NOVEMBER 18, 1976

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 18, 1976 at the University of Alabama, Tuscaloosa, Alabama.

The meeting was called to order by the President, Mrs. Mary Potter.

John Nowell, Secretary/Treasurer, gave the treasurer's report showing a balance of \$1,788.43, as of November 18, 1976.

The President appointed the following members to serve on a committee to consider redistricting the State.

John Baker - Chairman  
Kevin Lanier  
Donald Kelley  
Velma Gober

A discussion was held on the possibility of having a "Certified Municipal Course" for all Municipal Clerks. The President appointed the following members to serve on a committee to investigate the possibility of such a course.

Jackson Bailey - Chairman  
Gladys Prentice  
Betty Scott

Mrs. Potter spoke on the importance of district meetings and recommended that each district have a meeting at least twice a year.

Upon a recommendation from Mrs. Potter, John Baker moved that the Secretary/Treasurer's offices be separated and the Secretary would be appointed by the President and would be from the same district as the President. Motion was duly seconded by James Wilson and carried unanimously upon vote.

The President appointed Barbara Timothy, Assistant City Clerk, from Saraland to serve as Secretary.

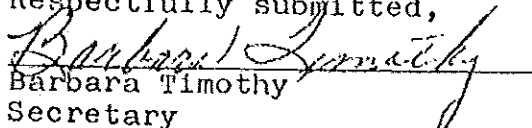
Mrs. Potter named Dorothy Harris as Chairperson of the Membership Committee, and Lois Gale Walker, Chairperson of the Legislative Committee.

The President presented C. T. "Bud" Porch with a gift certificate from the Association in recognition of his years of service to the Association and upon his forthcoming retirement.

Iris Evans moved that C. T. "Bud" Porch be made a "Director-Emeritus" of the Association. Motion was duly seconded by Earl Tisdale and carried unanimously upon vote.

There being no further business to come before the Association, the meeting was adjourned.

Respectfully submitted,

  
Barbara Timothy  
Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

APRIL 19, 1977

The business meeting and annual breakfast of the Alabama Association of Municipal Clerks and Administrators convened in regular session on April 19, 1977, at the Civic Center in Montgomery, Alabama.

The meeting was called to order by the President, Mary Potter.

James Wilson gave the invocation.

Jack Bailey moved to dispense with the reading of the minutes since each member was mailed a copy prior to the meeting. Motion was duly seconded by John Newberry and carried upon vote.

James Wilson presented the following slate of officers for 1977-78:

PRESIDENT	-----MARY POTTER	-----Saraland
VICE-PRESIDENT	-----JOHN NOWELL	-----Opelika
RECORDING SECRETARY	-----BARBARA BAGGETTE	-----Daphne
CORRESPONDING SECRETARY	-----BARBARA TIMOTHY	-----Saraland
TREASURER	-----CAROLYN MOZINGO	-----Marion

Earl Tisdale moved that the nominations be closed, and the rules be suspended and the slate of officers be elected as presented. Motion was seconded by Bettie Scott and so carried.

Mr. Stu Stephenson of the League was present with us and took a picture of the newly elected officers.

John Nowell read the following resolutions in memory of William Watson and Robert W. Justice:

R E S O L U T I O N

A RESOLUTION TO EXPRESS THE DEEP FEELING OF REGRET ON THE PART OF THE MEMBERSHIP OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS OVER THE PASSING OF A LONG-TIME AND FAITHFUL PUBLIC SERVANT, OUR FRIEND AND ADVISOR AND FORMER PRESIDENT AND VICE-PRESIDENT OF SAID ASSOCIATION ..... WILLIAM GRANT WATSON, SR. .... AND TO PRESERVE THROUGH OUR PERMANENT RECORDS A WRITTEN MEMORIAL OF THE ESTEEM IN WHICH HE WAS HELD BY THE MEMBERSHIP OF THIS ASSOCIATION:

WHEREAS, for over twenty-six years William Watson was connected with Municipal Government in the State of Alabama; and,

WHEREAS, during this long period of time he was never known to waiver in the fulfillment of every duty exacted of him through long hours and hard work; and,

WHEREAS, in the performance of his official duties as well as in his social and personal contacts he was understanding and uniformly courteous to old and young alike of every race; and,

WHEREAS, because of the outstanding service he rendered this association as a guiding force in its formation and the serving as its President and Vice-President, he will be greatly missed from the walks of men;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERSHIP OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS AS FOLLOWS:

1. That this resolution be recorded among the permanent records of this Association as a written memorial of the esteem in which William Watson was held by the membership of this organization for the long and faithful service he rendered to Municipal Government in Alabama.
2. That a copy of this resolution duly signed by the officers of this Association be transmitted to the family of this revered public servant.

ADOPTED AND APPROVED THIS 19TH DAY OF APRIL, 1977.

MARY POTTER, President

BARBARA TIMOTHY, Secretary

J. B. NOWELL, Treasurer

R E S O L U T I O N

A RESOLUTION TO EXPRESS THE DEEP FEELING OF REGRET ON THE PART OF THE MEMBERSHIP OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS OVER THE PASSING OF A LONG-TIME AND FAITHFUL PUBLIC SERVANT, OUR FRIEND AND MEMBER IN GOOD STANDING OF SAID ASSOCIATION.....ROBERT W. JUSTICE..... AND TO PRESERVE THROUGH OUR PERMANENT RECORDS A WRITTEN MEMORIAL OF THE ESTEEM IN WHICH HE WAS HELD BY THE MEMBERSHIP OF THIS ASSOCIATION.

WHEREAS, for over twenty-nine years Robert Justice was City Clerk-Treasurer of the City of Geneva, Alabama; and,

WHEREAS, during this long period of time he was never known to waiver in the fulfillment of every duty exacted of him through long hours and hard work; and,

WHEREAS, in the performance of his official duties as well as in his social and personal contacts he was understanding and uniformly courteous to old and young alike of every race; and,

WHEREAS, because of the service he rendered this association as an active member he will be greatly missed by the Association;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERSHIP OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS AS FOLLOWS:

1. That this resolution be recorded among the permanent records of this Association as a written memorial of the esteem in which Robert W. Justice was held by the membership of this organization for the long and faithful service he rendered to Municipal Government in Alabama.
2. That a copy of this resolution duly signed by the officers of this Association be transmitted to the family of this revered public servant.

ADOPTED AND APPROVED THIS 19TH DAY OF APRIL, 1977.

MARY POTTER, President

BARBARA TIMOTHY, Secretary

J. B. NOWELL, Treasurer

John Newberry moved to adopt the resolutions as read and that Mrs. Watson and Mrs. Justice be sent a copy. Motion was duly seconded by Bettie Scott and carried upon vote.

John Nowell gave the Treasurer's Report as follows, showing a balance of \$1,975.04 as of April 15, 1977:

TREASURER'S REPORT

Received from past Treasurer -----	\$ 1,068.43
Dues received as of April 15, 1977 (89 Paid-up Members as of 4/15/77) -----	970.00
Expenditures during 1976-77 year:	
Gayfer's Gift Certificate ("Bud" Porch) -----	-50.00
500 Membership Cards (Post Publishing Co.) -----	-13.39

BALANCE AS OF APRIL 15, 1977:

\$ 1,975.04

Respectfully submitted,

J. B. NOWELL, Treasurer

Our Treasurer reminded us that annual dues are now due.

Our President urged the Directors to begin having quarterly meetings in each district. We would all like to see this become the year that we start moving and really accomplish something.

Velma Gober reported on re-districting the State and recommended not to change the districts this year as there is not enough participation from the clerks and maybe next year we will have more active members and the State can be re-divided at that time.

Jack Bailey gave the Educational Committee's report on how to attain a Certified City Clerk Certificate. Jack outlined the basic requirements and then presented two plans through which the certificate could be obtained. Dr. Blitz reported that twenty members would have to participate in the course and the tuition would be \$175.00 which would include all materials and books. Each individual would be responsible for travel, food and

Dr. Blitz further stated that we could have course one full week each year for a 3 year period which would give us 100 contact hours, or an alternate plan would be to have 1½ day courses in each district four times a year. This alternate plan would probably be more expensive because we would have to travel to the districts, which would not only involve more travel expense but some time away from our job going back and forth.

Mary asked for a show of hands and just of those present 16 or 17 expressed sincere interest in the course.

The following members were appointed to serve on the Educational Committee with Jack Bailey:

DISTRICT I	JIM SPARKS	SHEFFIELD
DISTRICT II	E. L. TURNER	VERNON
DISTRICT III	JEAN MCQUEEN	MIDFIELD
DISTRICT IV	HAROLD GORDON	ALEXANDER CITY
DISTRICT V	CHARLES KING	LUVERNE
DISTRICT VI	DAVID COBB	MARION
DISTRICT VII	H. J. BUCKHALT	DOTHAN
DISTRICT VIII	RICHARD SMITH	MOBILE
DISTRICT IX	VELMA GOBER	WETUMPKA
DISTRICT X	EARL TISDALE	AUBURN
DISTRICT XI	ELIZABETH HUGHES	CULLMAN
DISTRICT XII	FRANK VOLENTINO	ALICEVILLE

The president appointed the following members to serve on the BY-LAWS COMMITTEE:

JIM MASON	MOBILE
WILLIE MAE DENNYS	PELHAM
TOMMIE RHINEHARD	OXFORD

The following members were appointed to serve as Directors of their Districts for the year 1977-78:

DISTRICT I	JAMES WILSON	FLORENCE
DISTRICT II	CLYDE SHIPLEY	MOUNDVILLE
DISTRICT III	DOROTHY HENRY	ALABASTER
DISTRICT IV	JOHN NEWBERRY	SYLACAUGA
DISTRICT V	JIMMY FLOYD	TROY
DISTRICT VI	CAROLYN MONZINGO	MARION
DISTRICT VII	CARL W. GRIFFIN	ENTERPRISE
DISTRICT VIII	BARBARA BAGGETTE	DAPHNE
DISTRICT IX	JOHN L. BAKER	MONTGOMERY
DISTRICT X	EARL TISDALE	AUBURN
DISTRICT XI	SARAH S. KESECKER	HARTSELLE
DISTRICT XII	RUBY C. NEELEY	HUNTSVILLE

James Wilson suggested that certificates be given to the clerks who have attended 10 or more conventions or workshops. Dr. Blitz stated that Joe Gelwix is designing a certificate which the University of Alabama plans to give to the clerks who have attended 5 or more of our Municipal Management Training Institutes for City Clerks at the University of Alabama. To date we have had 11 of these workshops at the University.

APRIL 19, 1977

PAGE 5

James Wilson and Jean Willouby were appointed to check into the possibility of giving certificates for attending conventions.

Mary welcomed all of our new members and once again urged our District Directors to get busy and get their district meetings set up and to let's get moving.

There being no further business to come before the Association, the meeting adjourned upon motion.

Respectfully submitted,

*Barbara Bagette*

BARBARA BAGGETTE  
SECRETARY

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

NOVEMBER 17, 1977

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 17, 1977, at the University of Alabama, in Tuscaloosa, Alabama.

The Meeting was called to order by the president, Mary Potter. The president then introduced the head table which was composed of the officers of our Association, Mayor Jamie Etheridge, President of our Alabama League of Municipalities and Mrs. Iola Stone, Director of Region 4 of the International Institute of Municipal Clerks.

Mayor Jamie Etheridge spoke briefly and commended all of our City Clerks for the jobs being done by them and of what a good City Clerk means to a City.

Motion was made, seconded and so carried to dispense with the reading of the minutes of the last meeting since copies had been sent to all of the District Directors prior to this meeting.

Carolyn Monzingo gave the Treasurer's Report as follows:

BALANCE ON HAND - APRIL 19, 1977:

In Checking Account -----	\$ 1,975.04
Certificate of Deposit -----	127.15
Total:	<u>\$ 2,102.19</u>
Paid for Breakfast 4/19/77-----	193.20
	<u>\$ 1,908.99</u>

DUES COLLECTED:

110 Members @ \$10.00 Each -----	1,110.00
	<u>\$ 3,018.99</u>
Postage - Dues Notices -----	32.50
	<u>\$ 2,986.49</u>

Mrs. Dot Harris of Selma was appointed to the Membership Committee.

The District Directors reported briefly on having held a meeting or two with the clerks in their district since our last Associational Meeting. The reports were good and our President urged all of the Directors to try and do this even more often.

At this time Mary introduced our Luncheon speaker, Mrs. Iola Stone, City Clerk and Finance Officer of Elberton, Georgia and the Director of Region IV, International Institute of Municipal Clerks. Mrs. Stone has been City Clerk of Elberton since 1963 and served on the IIMC Education Committee for 4 years, having chaired this committee for two of these years. This is her first term as Director. Mrs. Stone came to speak to our Association about the Certification Program under IIMC. At the present time there are only 3 certified City Clerks in Alabama. Mrs. Stone called to our attention that in Acts 19 it is recorded that the Town Clerk appeased the people at Ephesus. So you can see we have been around for quite some time. Mrs. Stone pointed out that the Certification adds prestige, job security and often times salary increases to our profession, and she stressed that we are professionals.



Following this very interesting and enlightening talk by Mrs. Stone our president then called for reports from the Directors of our Districts, who had been in contact with the clerks about their interest in the matter of a Certification Program for our Association. Dr. Blitz has assured us of help in getting the program underway but he must be assured of at least 25 who will sign up to undertake the program. By show of hands there were at least 34 who were interested. There will be a registration of those interested and whether a 2½ day seminar twice a year is desired or whether a one week seminar would be more desirable. This will be done during the afternoon session of our Workshop. It was also noted that once the requirements for certification have been completed, that we request recognition through our Alabama League of Municipalities.

Jim Mason, Chairman of the By-Laws Committee, reported on the following recommended change in our By-laws:

ARTICLE 4: Officers and Term of Office.

The Director of each District is a member of the Executive Committee and a Co-Director to be elected in each district, who in the absence of the Director shall represent their district with all the rights and privileges accorded the Director. The President-elect may appoint any district members to act as Corresponding Secretary to serve at the pleasure of the President and perform various duties as assigned by the President.

They further recommend that we have 14 districts whereas we now have 12.

Motion by Gladys Prentice, seconded by John Nowell, and so carried that the By-laws be amended as recommended by our By-Laws Committee.

Our President appointed Gladys Prentice to serve as Chairman of the Committee to see about dividing up the districts that need division. Dot Henry and others will be asked to help Gladys with this undertaking.

There were no items of Old Business.

John Nowell made mention of the fact that we have many new clerks present for our meeting this year and we are happy over this. Our president thanked Mayor Jamie Etheridge for the nice article in the recent League Journal about City Clerks. Mary again expressed appreciation to Mrs. Stone for coming to speak to us, pointing out that this was our first time to have a representative from IIMC attend our meetings.

There being no further business to come before the Association, the meeting adjourned upon motion.

Respectfully submitted,

*Barbara Baggett*

BARBARA BAGGETTE  
Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

MAY 15, 1978

The business meeting and annual breakfast of the Alabama Association of Municipal Clerks and Administrators convened in regular session on May 15, 1978, in the Conti Room of the Sheraton Inn in Mobile, Alabama, at 8:00 A.M.

The meeting was called to order by the President, Mary Potter. Mary welcomed everyone and we were all elated at the turnout, our largest ever, for our Clerk's Breakfast and Business Meeting.

James Wilson was then called on to ask our blessing.

Carolyn Mozingo gave the Treasurer's Report as follows:

Received from past Treasurer -----	\$ 1,908.99
Dues received as of May 15, 1978 ----- (114 paid members as of May 15, 1978)	1,140.00
Interest earned on Certificates of Deposit through 3/1/78 -----	35.87
Expenditures during 1977-78 year:	
Postmaster, Marion, Alabama (Stamps) -----	-32.50
Alabama Heart Association (Memorial Contribution, Albert Wilkerson Mary Potter's Father) -----	-25.00
Marion Publishing Company (500 letterheads; one receipt book) -----	-20.96
	<hr/>
BALANCE AS OF May 15, 1978:	\$ 3,006.40
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Carolyn reminded us that it is now time to pay our annual dues, which are \$10.00 per year.

Mary reported that Mrs. Jean Perry is retiring after having served as City Clerk of Linden, Alabama, for 35 years and 9 months. A beautiful certificate was prepared for her and also a \$50.00 gift certificate from our Clerk's Association. Jean was not present but it will be sent to her.

Dr. Blitz reported briefly on the Accreditation Program for Certification of City Clerks. At the present time 17 people have signed up stating a definite interest in the program and at least 20 are needed to assure the University that we do want the program. Dr. Blitz thanked our president, Mary Potter, and Jamie Etheridge, President of Our Alabama League of Municipalities, for their cooperation with the University and all the workshops that have been held.

The following were then designated to serve as Directors of the various districts for the upcoming year:

DISTRICT NO. 1 Counties of Lauderdale, Colbert, Franklin, Marion, and Winston:  
James L. Sparks, City Clerk, 405 Watts Bar Street  
Sheffield, Alabama 35660

DISTRICT NO. 2 Counties of Lamar, Fayette, Pickens, Tuscaloosa, Green, Hales and Bibb:  
Clyde Shipley, City Clerk, P. O. Box 98  
Moundville, Alabama 35474

- DISTRICT NO. 3 Counties of Jefferson, Chilton, Shelby, Walker, Blount, and St. Clair:  
Milton Stuckey, City Clerk, P. O. Box 378  
Fultondale, Alabama 35068
- DISTRICT NO. 4 Counties of Coosa, Tallapoosa, Chambers, Talladega, Clay, Randolph, Cleburne, Calhoun, Etowah, and Cherokee:  
Harold Gordon, City Clerk  
Alexander City, Alabama 34010
- DISTRICT NO. 5 Counties of Lowndes, Butler, Crenshaw, Pike, Bullock, and Macon:  
Jimmy Floyd, City Clerk, P. O. Box 426  
Troy, Alabama 36081
- DISTRICT NO. 6 Counties of Washington, Clarke, Monroe, Conecuh, Wilcox, Choctaw, Sumter, Marengo, Perry, and Dallas:  
Dorothy D. Harris, City Clerk, P. O. Drawer L  
Selma, Alabama 36701
- DISTRICT NO. 7 Counties of Covington, Coffee, Geneva, Dale, Houston, Henry and Barbour:  
Carl W. Griffin, City Clerk, P. O. Box 1160  
Enterprise, Alabama 36330
- DISTRICT NO. 8 Counties of Mobile, Baldwin and Escambia:  
Iris Evans, City Clerk, 99 Lee Street  
Chickasaw, Alabama 36611
- DISTRICT NO. 9 Counties of Autauga, Elmore and Montgomery:  
Velma Gober, City Clerk, P. O. Box 480  
Wetumpka, Alabama 36092
- DISTRICT NO. 10 Counties of Lee and Russell  
Earl Tisdale, City Clerk, P. O. Box 511  
Auburn, Alabama 36830
- DISTRICT NO. 11 Counties of Lawrence, Morgan and Cullman:  
Sarah S. Kesecker, City Clerk, P. O. Box 390  
Hartselle, Alabama 35640
- DISTRICT NO. 12 Counties of Limestone, Madison, Jackson, Marshall, and Dekalb:  
Ruby C. Neeley, City Clerk, P. O. Box 308  
Huntsville, Alabama 35804

It was suggested that it would be good to have CO-directors for each District and the Directors were urged to choose someone to work with them. Tommie Rinehart, City Clerk, Oxford, Alabama, volunteered to serve as Co-Director of District 4.

The matter of re-districting was again discussed briefly but Gladys Prentice stated that they really did not have anything to report at this time. Mary requested that they work on this matter and try to come up with something when our Clerk's Workshop is held in Tuscaloosa in November.

Jack Bailey, City Clerk of Birmingham, noted the many new clerks who were present and welcomed them and urged them to join our Association. He also discussed briefly I I M C and told of his plans to attend the upcoming I I M C Conference to be held in New York City.

Iris Evans mentioned that she would like to see more of our Alabama Activities mentioned in the I I M C bulletins. There has been some information in the bulletins recently and Mary stated that we will try to get more printed in them in the future.

At this time Mary presented to those having served the past year as officers of the Alabama Association of Municipal Clerks and Administrators a certificate of Appreciation for distinguished service and noting the office they held.

Barbara Timothy then presented the following list of nominations for new officers to serve our Association for the upcoming year:

- PRESIDENT ----- John Nowell
- VICE-PRESIDENT ----- Earl Tisdale
- TREASURER ----- Carolyn Mozingo
- SECRETARY ----- BARBARA Baggette

Mary asked for any other nominations from the floor. Iris Evans made a motion, seconded by Bettie Scott, and so carried, that the nominations be closed.

It was our privilege to have our League President, Jamie Btheridge, present with us and at this time Jamie installed the incoming officers.

Mary then turned the gavel over to the new president and wished for him and our Association a good year.

John's first order of business was to request permission to present a gift of appreciation to Mary for having served so capably as our president for the past two years. Motion was made, seconded and so carried that this be done. John then presented to Mary a beautiful silver necklace and stick pin in appreciation for having served so well as our president.

Mr. Ben Swindle of our State Agency for Social Security was present and recognized at this time. He urged all of us to write our Senators and Congressmen requesting that they support bills under consideration which would keep the Federal Social Security from requiring that monthly Social Security Deposits be made. He also mentioned that area meetings will be held to explain the new procedures coming up on the Federal W-2 Reporting.

Business concluded, the meeting adjourned upon motion.

Respectfully submitted,

*Barbara Ann Baggette*  
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 BARBARA ANN BAGGETTE  
 Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

NOVEMBER 16, 1978

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 16, 1978, at the University of Alabama, in Tuscaloosa, Alabama.

The meeting was called to order by the President, John Nowell. The President then introduced the head table which was composed of the officers of our Association and our honored guest, Mr. Rex Layton, President of the International Institute of Municipal Clerks. Barbara Baggette was then called on to ask our blessing and delicious luncheon was enjoyed by everyone.

Our president then recognized Jack Bailey of Birmingham who introduced Rex Layton to us. Mr. Layton is City Clerk of Los Angeles, California, and during his tenure as president of IIMC the membership has now doubled. It was indeed an honor for us to have Mr. Layton with us and at this time he did the honor of presenting to Richard Smith, City Clerk of Mobile, his Plaque of Certification, with Richard having completed all the requirements for being so recognized.

Mr. Layton then spoke to us briefly and told us more about IIMC and how it works to help us as City Clerks better understand our jobs and do them in a more efficient manner. Following his brief talk John Nowell, our President, presented him with several mementoes of his visit to Alabama from both the University of Alabama and University of Auburn, and expressed our deepest appreciation to him for having taken time from his busy schedule to come and meet with us.

Our President thanked the Planning Committee for the fine job they did in Planning our Institute this year and then called for a motion to dispense with the reading of the minutes of the last meeting since copies had been sent to all of the District Directors prior to this meeting. Motion was so made by Mary Potter, seconded and so carried.

Carolyn Mazingo gave the following Treasurer's Report:

BALANCE ON HAND as of May 15, 1978 -----	\$ 3,006.40
DUBS RECEIVED:	
(158 Paid Members @ \$10.00 Each) -----	1,580.00
INTEREST ON CERTIFICATES OF DEPOSIT (6 Months) ---	73.24
	<hr/>
TOTAL MONIES	\$ 4,659.64

DISBURSEMENTS:

5/15 Jean S. Perry (Retirement Gift) -----	\$ 50.00
5/15 Sheraton Inn (Clerk's Breakfast) -----	362.10
6/1 Mickleboro's (Outgoing President's Gift)	22.53
7/18 U. S. Postmaster (Stamps) -----	11.00
7/18 CITY OF MARION (Stamped Envelopes) -----	56.00
9/6 JOHN B. NOWELL (Lunch - City Clerk's Planning Meeting)	

TOTAL DISBURSEMENTS: \$ 559.73

BALANCE ON HAND 11/15/78 \$4,099.91

Prior to Carolyn's Report there was one item on which approval was needed, this being approval of reimbursement to John Nowell for payment of the lunch at the Clerk's Planning Meeting. In previous years Mr. Watkins of our League has picked up the tab on this but it was felt that since we are stable financially and Mr. John operates on a pretty tight budget that we should take care of this ourselves. Thus, a motion was made by John Newberry, seconded by Mary Potter and so carried that our president be so reimbursed in the amount of \$58.10 for this expenditure.

John noted that the Committee had met to discuss the Certification Program on November 1st in Jack Bailey's office in Birmingham. Present were Dr. Blitz, Jack Bailey, Sarah Mayes, Velma Gober, Gladys Prentice, and John Nowell. Dr. Blitz had worked up a Plan of Implementation and Training Schedule for the Alabama Certified Municipal Clerks Program. Everyone present was given a copy of the plan and a copy is hereto attached to these minutes. Dr. Blitz commented briefly on the report and then John Newberry made a motion, seconded by Jack Bailey and so carried that the report be duly adopted and that the President appoint an Education Committee to further pursue the matter. The committee will meet twice a year and the following were appointed to so serve on this committee:

RICHARD SMITH, Chairman  
MARY POTTER  
VELMA GOBER  
CARL GRIFFIN

JACK BAILEY  
EARL TISDALE  
GLADYS PRENTICE  
JAMES WILSON

John Nowell noted that Mary Potter is Membership Chairman for our clerks to join IIMC and she urged those present who were not members to join up.

It was noted that originally the 1981 I I M C Convention was scheduled to be held in Birmingham but since the membership has increased so much they cannot accomodate them there. Thus, it is being moved to Atlanta and it was suggested that we join with the Georgia or Atlanta Group to fund host one night or whatever is practical and reasonable. Thus, a motion was made by John Newberry, seconded by Mary Potter and so carried that we do our part in helping to host the IIMC 1981 Convention in Atlanta by funding one night or whatever is deemed practical and reasonable. Our president then appointed the following to serve on a committee to talk with the Georgia Group and the following appointed are all certified Municipal Clerks who have attended meetings:

CARL GRIFFIN, Chairman  
JOHN NEWBERRY

JACK BAILEY  
RICHARD SMITH

The matter of implementing our Alabama Certification Program at the University of Alabama was discussed further. There is a \$150.00 application fee required and at least 20 participants to make it worthwhile. Thus, Carl Griffin made a motion, seconded by Bettie Scott, and so carried that we as an Association underwrite up to a Maximum of \$500.00 as needed to make up any difference or whatever in getting the program started.

Velma Gober was then recognized and presented a report from the Redistricting Committee. The committee had met in John Nowell's office in Opelika and a copy of their presentation is attached hereto as a part of these minutes. Milton Stubkey was appointed as Director of the new district, #13 which is Jefferson County by itself. Other Counties were changed up and the chairmans of each District were read out. Directors are needed for districts #3, #4 and #5. It was urged that the Districts hold meetings during the year.

Mary Potter then made a motion, seconded by Earl Tisdale, and so carried that the Plan for Redistricting as presented by the Committee be so adopted.

Dr. Coy Hollis, Assistant Dean of Division of Continuing Education, the University of Alabama, was recognized and appreciation expressed to Dr. Hollis, Dr. Blitz, Joe Gelwix, and the University of Alabama for another good Municipal City Clerks Training Institute.

Business concluded, the meeting adjourned upon motion.

Respectfully submitted,

Barbara Ann Baggett  
BARBARA ANN BAGGETTE

Secretary

# ALABAMA CERTIFIED MUNICIPAL CLERKS PROGRAM

## Plan of Implementation

1. The Certification Program requires 100 contact hours to be divided equally over a three year period. Other states have used one of two patterns of meetings: some states conduct one 1-week meeting each year and some states conduct two 2½-day meetings each year. A survey of Alabama city clerks showed a preference for two 2½-day meetings per year for a three year period.

The program has been designed so that clerks may enter the program at any time, but must complete the specified six phases of the program so that all clerks completing the program will have covered the same material.

## TRAINING SCHEDULE FOR EACH 2½-DAY PHASE

### First Day

9:30 - 10:00	Welcome and Orientation
10:00 - 12:00	Session
12:00 - 1:30	Luncheon
1:30 - 3:30	Session
3:30 - 5:00	Session

Contact hours 5.5

### Second Day

8:00 - 10:00	Session
10:15 - 12:15	Session
12:15 - 1:30	Luncheon
1:30 - 3:30	Session
3:30 - 5:00	Session

Contact hours 7.5

### Third Day

8:00 - 10:00	Session
10:00 - 12:00	Session
12:00 - 1:00	Evaluation

Contact hours 4.0

Total Contact Hours 17.0



2. Each institute session will consist of a one hour presentation and one hour of discussion. This format may vary with specific sessions, but the overall goal will be met.
3. Institutes will be held at The University of Alabama. The specific time during the year when each phase will be held will be determined by the Education Committee of the Alabama Association of Municipal Clerks and Administrators and The University of Alabama.
4. Present plans are for the Institute to be financed by fees paid by participants. However, The University of Alabama will explore the possibility of obtaining external funding to reduce the costs to the participants. The University estimates that, without external funding, a minimum of twenty participants is required. If a particular 2½-day meeting fails to attract that number of participants, the meeting will be rescheduled.
5. The final activity of each 2½-day phase will be a written evaluation of the substance of the program and the method of presentation of the material. The Education Committee of the Alabama Association of Municipal Clerks and Administrators and The University of Alabama will review these evaluations after each phase of the Institute and make appropriate program modifications. The entire three year plan for certification will be evaluated by the Education Committee and The University at least once each year.
6. The program will be staffed by University faculty, experienced city clerks, staff from Alabama League of Municipalities, and other government officials where appropriate. When city clerks are used, preference will be given to Certified Municipal Clerks.

FIRST YEAR

Phase I

Public Administration

Municipal Law - Powers of Municipalities.  
Introduction to Public Administration.  
Budget Preparation.  
Program Evaluation.

Social and Interpersonal Concerns

Introduction to Communication.  
Municipal Public Relations.  
Citizen Participation.

Electives

Contemporary Administrative Problems.  
Interpretation of Municipal Financial Statements.

Phase II

Public Administration

Statutory Duties of the City Clerk.  
Budget Execution.  
Time Management.  
Intergovernmental Relations - Federal Programs.

Social and Interpersonal Concerns

Communications Feedback - How to Listen.  
The Role of the City Clerk.  
Human Relations - Techniques of Interviewing.

Electives

Contemporary Administrative Problems.  
Effective Written Communications.

-4-

SECOND YEAR

Phase I

Public Administration

Municipal Law - Legal Limitations on City Clerk (Ethics and Tort Liability).  
Basic Problem Solving.  
Productivity.  
Urban Planning - Basic Studies.

Social and Interpersonal Concerns

External Communications.  
Human Relations - The Problem of Human Expectations.  
Ethics For The City Clerk.

Electives

Contemporary Administrative Problems.  
Municipal Elections.

Phase II

Public Administration

Legal Aspects of Growth Management.  
Urban Planning - Implementation.  
Decision Making.  
The Personnel System.

Social and Interpersonal Concerns

Communications in Small Groups.  
Management: A Behavioral Approach.

Electives

Contemporary Administrative Problems.  
Accounting Workshop I.  
Accounting Workshop II.

THIRD YEAR

Phase I

Public Administration

Management of Change.  
Personnel Management - Employee Relations.  
Intergovernmental Relations - Grant Administration.  
Intermediate Problem Solving.

Social and Interpersonal Concerns

Human Relations - Motivation.  
Coping with Stress.

Electives

Contemporary Administrative Problems.  
Accounting Workshop III.  
Records Management.

Phase II

Public Administration

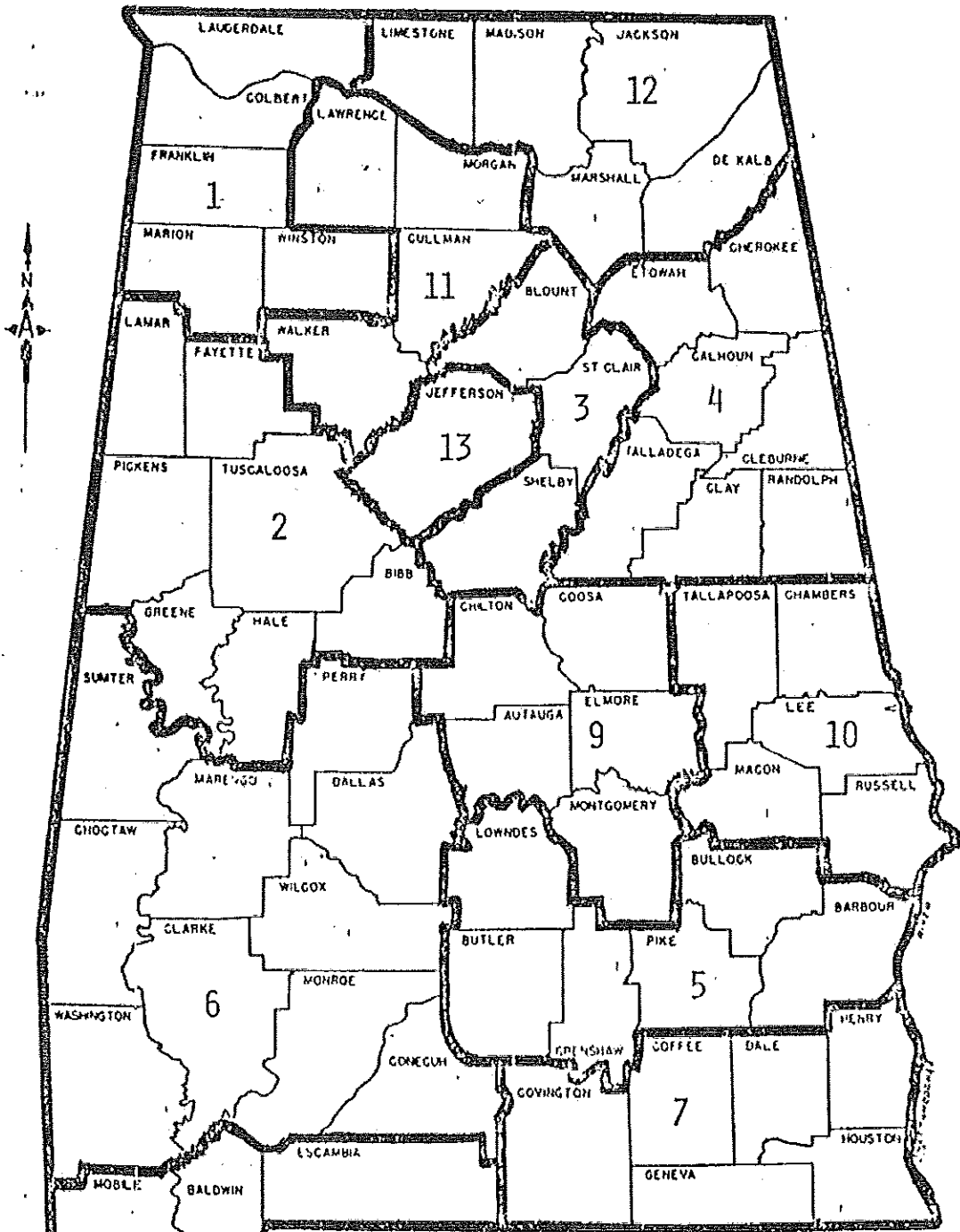
Leadership.  
Administrative Organization.  
Intergovernmental Relations - State Programs.  
Municipality and Other Public Sector Local Governments.

Social and Interpersonal Concerns

Policy Formulation and The City Clerks.  
Policy Analysis and The City Clerk.

Electives

Contemporary Administrative Problems.  
Parliamentary Procedure, (including use of agendas and minutes).  
Introduction to Municipal Use of Computers.



# ALABAMA

## DISTRICTS

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS

(OVER)

— County Boundary  
 - - - District Boundary

GULF OF MEXICO

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

DISTRICT ORGANIZATION, NOVEMBER 16, 1978

(Prepared by Redistricting Committee; Velma Gober, Chairman)

<u>District &amp; Counties</u>	<u>Number of Municipalities</u>	<u>District &amp; Counties</u>	<u>Number of Municipalities</u>
<b>DISTRICT 1:</b>		<b>DISTRICT 7:</b>	
Colbert	6	Coffee	4
Franklin	5	Covington	14
Lauderdale	7	Dale	10
Marion	8	Geneva	8
Winston	5	Henry	4
TOTAL: (5 Counties)	<u>31</u>	Houston	11
		TOTAL: (6 Counties)	<u>51</u>
<b>DISTRICT 2:</b>		<b>DISTRICT 8:</b>	
Bibb	3	Baldwin	10
Fayette	4	Escambia	5
Green	3	Mobile	9
Hale	4	TOTAL: (3 Counties)	<u>24</u>
Lamar	6		
Pickens	6	<b>DISTRICT 9:</b>	
Tuscaloosa	4	Autauga	3
TOTAL: (7 Counties)	<u>30</u>	Chilton	4
		Coosa	2
<b>DISTRICT 3:</b>		Elmore	4
Blount	10	Montgomery	2
Shelby	10	TOTAL: (5 Counties)	<u>15</u>
St. Clair	11		
TOTAL: (3 Counties)	<u>31</u>	<b>DISTRICT 10:</b>	
		Chambers	4
<b>DISTRICT 4:</b>		Lee	3
Calhoun	8	Macon	3
Cherokee	4	Russell	2
Clay	2	Tallapoosa	7
Cleburne	4	TOTAL: (5 Counties)	<u>19</u>
Etowah	12		
Randolph	4	<b>DISTRICT 11:</b>	
Talladega	9	Cullman	8
TOTAL: (7 Counties)	<u>43</u>	Lawrence	4
		Morgan	8
<b>DISTRICT 5:</b>		Walker	11
Barbour	5	TOTAL: (4 Counties)	<u>31</u>
Butler	3		
Bullock	2	<b>DISTRICT 12:</b>	
Crenshaw	6	DeKalb	15
Lowndes	4	Jackson	9
Pike	4	Limestone	5
TOTAL: (6 Counties)	<u>24</u>	Madison	6
		Marshall	6
<b>DISTRICT 6:</b>		TOTAL: (5 Counties)	<u>41</u>
Choctaw	5		
Clarke	5	<b>DISTRICT 13:</b>	
Conecuh	3	Jefferson	34
Dallas	2	TOTAL: (1 County)	<u>34</u>
Marengo	8		
Monroe	5	<b>TOTALS:</b>	
Perry	2	AAMCA Districts	13
Sumter	6	Counties	3
Washington	3	Municipalities	418
Wilcox	5		
TOTAL: (10 Counties)	<u>44</u>		

(OVER)

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

MAY 15, 1979

The Alabama Association of Municipal Clerks and Administrators convened in regular session on May 15, 1979, in the Hilton Hotel in Huntsville, Alabama, at 8:00 A.M.

The meeting was called to order by the President, John Nowell. John welcomed everyone and then called on Barbara Baggette to ask our blessing.

After a delicious breakfast was enjoyed John then introduced the head table and especially welcomed a good number of new clerks to our meeting.

A Proclamation signed recently in Governor Fob James' Office proclaiming the week of May 13-19 as Municipal Clerk's Week was then read by our President.

Carolyn Mozingo gave the following Treasurer's Report:

Period covered: November 16, 1978 to May 11, 1979:

BALANCE ON HAND -----	\$ 4,099.91
DUES RECEIVED -----	40.00
INTEREST - 6 Mos. Certificate of Deposit -----	75.26
	<hr/>
	\$ 4,215.17

PAID OUT:

11/16/68 to I.I.M.C. for Certification Training -----	\$ 150.00
12/14/78 Motel Expense for Rex Layton President of I.I.M.C. -----	36.04
TOTAL PAID OUT -----	\$ 186.04

BALANCE IN TREASURY -----	\$ 4,029.13
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Carolyn also reported that we now have 161 paid members in our Alabama Association of Municipal Clerks and Administrators.

Jack Bailey commented briefly on the C M C Program. Then a motion was made by Judith Key, seconded by Elizabeth Hughes that we send Dr. Blitz to the 33rd IIMC Annual Conference in Bal Harbour, Florida, May 20-24, 1979. Jack Bailey spoke briefly to the motion explaining that included in the conference is a special institute for Directors and since we are just beginning our CMC Program it was felt that this would be most beneficial to Dr. Blitz, without whose help we would never have seen our long term dream of a CMC program becoming a reality. Motion was then unanimously approved that Dr. Blitz attend the Conference with the Association paying his expenses.

Jack Bailey then reminded everyone that our first 2½ day session for our CMC Program will be June 6, 7 & 8 at the University of Alabama. The program has been approved and we truly want to make this our first session successful.

Dr. Blitz then spoke briefly about the program. The registration fee is \$50.00 and 20 participants are needed. Richard Smith is Chairman of the Educational Committee and other members were named. Five of these were in attendance at this meeting. IIMC requirements were discussed briefly and Dr. Blitz stressed the fact that all sessions during the 2½ days must be

attended and an attendance record will be kept.

Everyone in attendance agreed that we owe a deep debt of gratitude to Dr. Blitz for all his work in making our CMC Program a reality.

Dr. Blitz had told us that as of this date the Grant money had not been received but that if 20 attend then they plan to go ahead and proceed with the program as planned.

Barl Tisdale made a motion, seconded by Bettie Scott and so carried reaffirming the fact that if the necessary 20 participants do not materialize that the Association underwrite and make up any monetary deficiencies from our Treasury.

Mr. Ben Swindle was recognized and encouraged all of us to write letters to our Senators and Congressmen requesting that they support further bills now under consideration pertaining to Monthly Social Security Deposits. Mr. Swindle also introduced Art Sabo, a new field representative. He also requested that copies of our letters be sent to him.

Our President noted that Joe Gelwix is now retired and said he felt it most appropriate that our Clerk's Association express our deep appreciation to Col. Joe. Thus he called on Barl Tisdale who read the following resolution:

R E S O L U T I O N

WHEREAS, on March 31, 1979, Joe Gelwix retired from his position as Coordinator of Government Employees Training, in the Division of Continuing Education, of the University of Alabama, and

WHEREAS, during his ten years in this capacity, Joe Gelwix rendered invaluable service to the Alabama Association of Municipal Clerks and Administrators, by the organization of conferences, seminars, and workshops, by the provision of outstanding support services for such meetings, and by his willing and enthusiastic assistance at all times to the members of the Association, both collectively and individually, and

WHEREAS, the Association wishes to express its deep gratitude to Joe Gelwix for his outstanding contributions to the Association and to the quality of Municipal government in Alabama,

NOW, THEREFORE, BE IT RESOLVED by the Alabama Association of Municipal Clerks and Administrators that the Association extend to Joe Gelwix its sincere appreciation for his many years of service and its best wishes for his continued health, happiness and prosperity in retirement, and

BE IT FURTHER RESOLVED that Joe Gelwix be, and he hereby is, elected an Honorary Member in Perpetuity of the Alabama Association of Municipal Clerks and Administrators, and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of the Association and that copies be presented to Joe Gelwix and the news media.

ADOPTED by the Alabama Association of Municipal Clerks and Administrators in Congress assembled at Huntsville, Alabama, this 15th day of May, 1979.

JOHN NOWELL  
President

BARL TISDALE  
Vice-President

BARBARA ANN BAGGETTE  
Secretary



Earl Tisdale then moved for adoption of resolution. Motion seconded by John Newberry and carried unanimously.

New clerks then introduced themselves.

John Newberry then presented the following nominations for officers of our Association as recommended by the Nominating Committee:

- PRESIDENT ----- Earl Tisdale
- VICE-PRESIDENT ----- BARBARA BAGGETTE
- SECRETARY ----- CAROLYN MOZINGO
- TREASURER ----- VELMA GOBER

Bettie Scott made a motion, seconded by John Newberry and so carried that the nominations be closed and these officers duly elected.

John then presented Certificates of Appreciation to the Officers having served the past year and called on Mayor Jamie Etheridge to install the new officers. Mayor Etheridge in installing the new officers commended all City Clerks and expressed deep appreciation for the job they do.

John then expressed appreciation for having had the privilege of serving as president and thanked Dr. Blitz and Joe Gelwix for all their help and then turned the meeting over to the new president, Earl Tisdale.

Earl stated that he felt most honored to be elected to serve as the President of our Association and would do his best to prove himself worthy of this trust.

His first official act was to present to John Nowell, the outgoing president, a beautiful Plaque with a Gavel attached thereto with John's name on it in appreciation of having served as our 1978-79 President.

Earl then called for a motion that the plaque be paid for out of our Treasury. Motion was made, seconded and so carried that this be done.

Earl then stated the following as some objectives for his tenure as our president:

1. Support our CMC Program.
2. Appoint a committee to study our constitution and see if any changes are needed.
3. Work toward Standardized Audit Report (Committee to check).
4. Monthly Newsletter.
5. Work for largest attendance at November Meeting.
6. As President seek to visit in all Districts, requested that he be invited to District Meetings and he will try to attend.

Business concluded, John Nowell moved for adjournment. Motion seconded by John Newberry and so carried.

Respectfully submitted,

*Barbara Ann Baggett*  
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 BARBARA ANN BAGGETTE  
 Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

November 15, 1979

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 15, 1979, at the University of Alabama in Tuscaloosa, Alabama.

The meeting was presided over by the President, Tyron E. Tisdale. Following the invocation by Barbara Baggette, lunch was served.

Introduction of the headtable followed which was composed of officers of the Association as well as our honored guests: Mr. Louis S. Hudgins, CMC, President of the International Institute of Municipal Clerks and Mr. John F. Watkins, Executive Director, Alabama League of Municipalities. Also recognized were Mrs. Iola Stone, CMC, Director of Region IV, IIMC, Elberton Georgia and Branson Gaylor, CMC, President of the Georgia Association of Municipal Clerks, Rome, Georgia.

Mr. Hudgins has served as City Clerk of Norfolk, Virginia for twenty-one years. As luncheon speaker, he stressed the various duties of the Clerk and the importance of our role in Government in outlining the topic, "Municipal Clerk in the Future".

Mr. Hudgins commended the Alabama IIMC Membership Committee, Mrs. Mary Potter and Mrs. Sarah Mays for their accomplishments in increasing Alabama membership in IIMC from 70 to 108 members since April, 1979. He also issued a special invitation to Alabama Clerks to the IIMC Conference scheduled May 19-23 in Toronto, Canada.

Following Mr. Hudgins' brief presentation, Earl Tisdale, our President and John Watkins, League Director, presented him with various remembrances of his visit to Alabama, consisting of mementoes from University of Alabama and the University of Auburn. Mr. Hudgins was also presented an official certificate from the office of Governor Fob James which named him as a honorary citizen of the State of Alabama.

Mr. Hudgins, in return, presented our State President, Earl Tisdale with a Norfolk pewter cup originally designed by Thomas Jefferson and bearing the City seal and mace of Norfolk, Virginia.

Our President expressed his deepest appreciation to Mr. Hudgins for having taken the time from his busy schedule to honor the clerks of Alabama with his presence at our annual meeting.

In order to transact the business at hand, our President called the meeting to order and then asked for a motion to dispense with the reading of the minutes of the last meeting as copies had been mailed to all District Directors prior to this meeting. Motions were so made, and carried.

Velma Gober, Treasurer gave the following report:

Period covered: May 12, 1979 through November 13, 1979

BALANCE ON HAND AS OF MAY 12, 1979 -----	\$3,802.02
DUES RECEIVED -----	<u>1,820.00</u>
TOTAL MONIES -----	\$5,622.02

DISBURSEMENTS:

Dr: Frank Blitz (1979 IIMC Conference)-----	298.64
Stamps-----	37.35
Craftsman Printers (Stationary)-----	60.06
Elite Cafe - Montgomery (Lunch for Planning Committee)-----	103.36

TOTAL DISBURSEMENTS ----- \$ 499.41

BALANCE ON HAND, NOVEMBER 13, 1979 ----- \$5,122.61

Our Treasurer also noted that membership in the Alabama Association of Municipal Clerks and Administrators now totaled 182 which is the highest membership since the Association's organization.

Mrs. Iola Stone, on behalf of the Clerks of the State of Georgia issued a special invitation to the Alabama Clerks to attend the 1981 Conference of the International Institute of Municipal Clerks scheduled for May 17 - 22, 1981, at the Peachtree Plaza, Atlanta, Georgia.

John Newberry, Chairman of the 1981 Conference Committee, reported that all Alabama Clerks would be requested to assist in some manner in helping to host the 1981 Conference in Atlanta.

Our President asked for a Committee Report from Barbara Baggette, Chairman of the "Name the Newsletter" Committee at which time, she announced that the name, Clerk's Chatter had been selected for the monthly publication. Mary Potter moved that this name be adopted. Motion was seconded by John Newberry and on a vote, so carried.

Our President mentioned the possibility of an amendment to the Association's Constitution and Bylaws to enable the appointment of State Officers at large rather than appointment from District Directors' positions. This will be discussed at the May business meeting.

Persons who have attended at least five annual Training Sessions together with those attending ten annual sessions were then honored with certificates of Achievement from the University of Alabama which were presented by John Watkins, League Director.

All clerks were reminded of the annual conference of the Alabama League of Municipalities scheduled for May 10-13 in Birmingham and urged to attend.

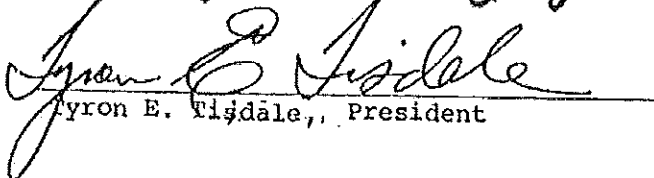
Our President commended those persons connected with the University of Alabama Department of Continuing Education and also expressed his appreciation for their efforts in the success of the fourteenth annual session.

Dr. I. Franklin Blitz, Bureau of Public Administration, University of Alabama, then presented University paperweights to Mrs. Iola Stone and Branson Gaylor and our President expressed his appreciation in their attendance at our annual conference.

Business concluded, the meeting adjourned.

Respectfully Submitted,

  
Carolyn R. Mozingo, Secretary

  
Byron E. Tisdale, President

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

May 13, 1980

The Alabama Association of Municipal Clerks and Administrators convened in regular session on May 13, 1980, in the Pacific Room of the Birmingham Hyatt House, Birmingham, Alabama at 8:00 A.M.

The meeting was called to order by T. Earl Tisdale, President. Introduction was made of the head table, clerks attending for the first time and special recognition to Sarah Mays, who recently attained the distinction of CMC. Barbara Baggett was requested to give the invocation.

Following breakfast, the meeting was declared to be in session for business and request made for the reading of previous minutes. Carolyn R. Mozingo, Secretary declared that a copy of the minutes had been mailed to each member of the Association and so moved that the minutes be accepted. Motion was seconded by Grady Ellison, Fairfield and upon a call of vote, was unanimously approved.

In the absence of Treasurer Velma Gober, the President gave the following report:

Balance on Hand, May 10, 1979.....	\$5,112.61
Dues Received .....	570.00
Interest received on Certificates of Deposit....	<u>179.31</u>
	\$5,861.92
Expenditures: Ramada Inn .....	299.50
Stamps .....	<u>17.55</u>
	317.05
Balance on Hand, May 12, 1980	<u>5,544.87</u>

The President reported that the 1981 IIMC Annual Conference will be held in Atlanta, Georgia with Alabama Clerks co-hosting the conference. The Committee appointed to work with the Georgia Committee in planning the Conference was asked to have a report ready to present at the November meeting.

Education Committee Chairman, Jack Bailey discussed the CMC status obtained through IIMC. Completion of the CMC program is an attainment of professionalism for the City Clerk and can only be derived through years of experience and educational requirements. Jack discussed the criteria involved in becoming a CMC and also elaborated on the point system.

Dr. Franklin Blitz, University of Alabama, reported that the CMC Program, now in its second year, has been a tremendous success with twenty-seven clerks already having completed four sessions and fifty-four having completed one or more sessions.

As a part of his last official act as President of the Association, Earl briefly outlined the status of his goals as set forth in May, 1979 as incoming President.

- (1) The Association has supported the IIMC Certification Program as evident by the number of participants in the CMC Program.

- (2) A committee was appointed to study our constitution and proposed changes.
- (3) A newsletter was published for ten out of twelve months of the last year.
- (4) Membership has increased in the Association from 161 to 222 this past year with the largest attendance ever at the 1979 annual November training session.
- (5) A committee was appointed and are still working with Certified Public Accountants Association on standardized audit reports and charts of accounts.

Our President announced that Jackson B. Bailey, CMC, City of Birmingham had been elected to fill the vacancy in the office of Director, Region Four. This vacancy was created with the election of Iola Stone, CMC, Elberton, Georgia to the office of 5th Vice President, IIMC.

It was announced that the unexpired term as Region Four Director would expire in May, 1980; therefore a Resolution was introduced nominating Jack Bailey to a full term as Director, Regional IV for the election of May 23, 1980. Motion was made by Sarah Mays, Pleasant Grove; seconded by Grady Ellison, Fairfield, and on a call of vote, unanimously passed that Resolution be adopted. (Copy attached to Minutes.)

Our President announced that May 10-16, 1980, had been proclaimed as "Municipal Clerk's Week" and Alabama was the first known State this year to issue proclamation, signed by Governor Fob James.

In the absence of the Chairman, Iris Evans, Chickasaw, the President made a report of the Constitution Review Committee. Copies of proposed changes were distributed to each Association member prior to the meeting and proposed changes relate to Article IV and VII. Bettie Scott, Pell City moved that the proposed changes be accepted and adopted; Margaret Newton, Odenville, seconded the motion which on a vote, carried unanimously. (Copy of Amendment to the Constitution attached to the Minutes of this meeting.)

Appreciation was expressed to Jack Bailey for the hospitality shown the Clerks by the City of Birmingham.

Earlier the President had requested election from each District of their Directors; however, several districts still lack District Directors. Norma Willis announced that District IV had elected Martha Elrod, Gadsden, as its Director. The President then announced that the Constitution gave authority to the president to appoint Directors in the Districts where they had not been elected.

In the absence of Chairman of the Nominating Committee, Mary Potter, Saraland, nomination of new officers were announced by the President. Those are as follows:

President .....	Barbara Baggett, Daphne
Vice President.....	Carolyn R. Mozingo, Marion
Secretary .....	Norma Willis, Ashland
Treasurer .....	Bettie Scott, Pell City
Past President.....	Earl Tisdale, Auburn

Nominations were opened from the floor, and as they were none, Judith Key, Weaver, moved that the slate of officers be accepted. Motion was seconded by Gladys Prentice, Leeds and on a vote, unanimously approved.

As a token of appreciation to outgoing officers, district directors and others who had worked diligently in the Association, the President presented Certificates of Appreciation. He then requested Mayor Victor Guarisco, Daphne to install

the new officers, and prior to turning the President's gavel over to Barbara, he dissolved all committees.

Following the installation of officers, President Barbara, as her first official act, presented a Plaque to the outgoing President, Earl Tisdale. The wooden plaque on which rested a gavel bore the following inscription, "Alabama Association of Municipal Clerks and Administrators", "Tyron Earl Tisdale, CMC, President 1979-1980, A Job Well Done".

The president then requested official motions to expend monies from the Treasury to pay for plaque at which time, Mary Largin, Columbiana moved that this be so authorized. Motion was seconded by Willie Mae Dennis, Pelham and on a vote, carried unanimously.

In her acceptance speech, the new President presented several moments of nostalgia elaborating on the progress of the Association since its organization in November, 1970, and remembering several clerks who had been an inspiration in the Organization.

Committee appointments were then presented as follows:

Education Committee: James Wilson, CMC, Florence - Chairman  
Betty Benson, Madison  
Don Howell, Tarrant  
Velma Gover, Wetumpka  
Barbara Baggette, Daphne - Ex-officio Member  
Carolyn R. Mozingo, Marion - Ex-officio Member

1981. Conference Committee: Carolyn R. Mozingo, Marion - Chairman  
Earl Tisdale, Auburn  
Jack Bailey, Birmingham  
Mary Potter, Saraland

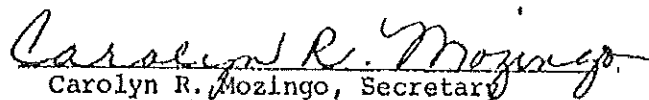
Newsletter Committee: Dan Tunmire, Hueytown - Editor  
Earl Tisdale, Auburn - Co-Editor  
Sarah Mays, Pleasant Grove, - Chairman

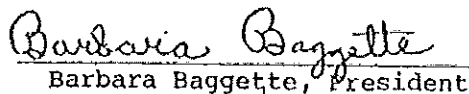
Directors of each district were requested to submit material to Sarah for the newsletter, Clerk's Chatter.

The President mentioned that with many projects planned for the incoming year, a budget should be prepared. At this time, she requested the officers of the Association to serve as the Budget Committee.

There was no more official business to come before the Association, therefore, Judith Keys moved for adjournment. Dan Tunmire seconded the motion which carried.

Respectfully submitted,

  
Carolyn R. Mozingo, Secretary

  
Barbara Baggette, President

COMMITTEES APPOINTED AT ANNUAL MEETING, May 13, 1980:

1. EDUCATION COMMITTEE:

JAMES WILSON, CMC, FLORENCE, AL.  
Chairman  
BETTY BENSON, MADISON, AL.  
DON HOWELL, TARRANT, AL.  
VELMA GOBER, WETUMPIKA, AL.  
CAROLYN MOZINGO, MARION, AL.  
BARBARA BAGGETTE, DAPHNE, AL.

2. 1981 ATLANTA IIMC CONFERENCE COMMITTEE:

CAROLYN MOZINGO, MARION, AL.  
CHAIRMAN  
EARL TISDALE, AUBURN, AL.  
MARY POTTER, SARALAND, AL.  
JACK BAILBY, BIRMINGHAM, AL.

3. NEWSLETTER: "CLERK'S CHATTER" COMMITTEE:

SARAH MAYS, PLEASANT GROVE  
Chairman  
EARL TISDALE  
DAN TUNMIRE

(Dan as Editor and Earl as Co-editor)

4. BUDGET COMMITTEE:

OFFICERS OF ASSOCIATION:

BARBARA BAGGETTE, President  
CAROLYN MOZINGO, Vice-President  
NORMA WILLIS, Secretary  
BETTIE SCOTT, Treasurer  
EARL TISDALE, Immediate Past President

ALABAMA ASSOCIATION of  
MUNICIPAL CLERKS and  
ADMINISTRATORS

AMENDMENT TO THE CONSTITUTION

I. Article IV is amended to read as follows:

ARTICLE IV

OFFICERS AND TERM OF OFFICE

1. OFFICERS.

The officers of the organization shall consist of a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall be elected by the membership at the Annual General Meeting during the convention of the Alabama League of Municipalities. Officers so elected shall be installed immediately following election and shall serve for a term of one year, or until their successors have been duly elected and installed.

2. EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the elected officers, the Immediate Past President, and a number of Directors chosen as described in Section 3 below. The Executive Committee shall conduct the routine business of the organization except for matters that require a vote of the general membership. The President shall serve as the Chairman of the Executive Committee.

3. DIRECTORS.

The state of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Municipal Clerks in each District shall, prior to each Annual General Meeting, elect a Director for that District, who shall assume office at the Annual General Meeting for a term of one year. In event a District fails to elect a Director, the President shall appoint a Director to serve that District until the next Annual General Meeting.

II. Article VII is amended to read as follows:

ARTICLE VII

DUES

Membership dues shall be \$10.00 per annum for each member, due and payable at the Annual General Meeting during the convention of the Alabama League of Municipalities, for the period from that meeting till the next Annual General Meeting.

ADOPTED by the Alabama Association of Municipal Clerks and Administrators at the Annual General Business Meeting in Birmingham, Alabama, this 13th day of May, 1980.

Carolyn R. Moying  
Secretary

Lyron B. Fiedel  
President



ALABAMA ASSOCIATION of  
MUNICIPAL CLERKS and  
ADMINISTRATORS

RESOLUTION

WHEREAS, Jackson B. Bailey, CMC, has been employed by the City of Birmingham, Alabama, since 1961 and has served as City Clerk of the City continuously since October 16, 1968, and

WHEREAS, Mr. Bailey is a charter member of the Alabama Association of Municipal Clerks and Administrators and has served on the Education Committee of that Association and assisted in developing the Certification Training Program for Municipal Clerks at the University of Alabama, and

WHEREAS, Mr. Bailey has been a member of the International Institute of Municipal Clerks since 1968, has attended all Annual Conferences since that time, has served as Moderator and Panel Member on several conference workshops and seminars, has served as State Membership Chairman, as a member of the Agenda and Internal Rules of Council Committee, as a member of the Goals Steering Committee, and as a member of the IIMC Executive Committee from 1974 to 1977, and

WHEREAS, Mr. Bailey was elected in January 1980 to fill an unexpired term in the position of Director, Region IV, which term expires in May, 1980, and

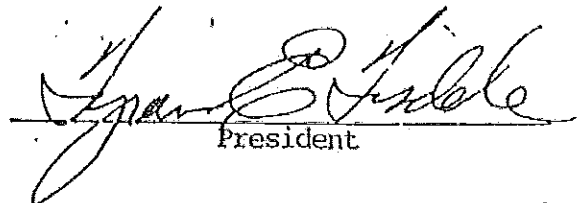
WHEREAS, the members of the Alabama Association of Municipal Clerks and Administrators repose full confidence and trust in Mr. Bailey's ability to represent the six states of Region IV in an outstanding manner and to work for the best interests of all members of the International Institute of Municipal Clerks,

NOW, THEREFORE, BE IT RESOLVED that Jackson B. Bailey, CMC, be nominated for election on May 23, 1980 to a full term as Director, Region IV, on the Executive Committee of the International Institute of Municipal Clerks, and

BE IT FURTHER RESOLVED that a copy of this resolution be presented to each member of the Nominating Committee of IIMC.

ADOPTED by the Alabama Association of Municipal Clerks and Administrators, in congress assembled at Birmingham, Alabama, this 13th day of May, 1980.

  
Secretary

  
President

A. VICTOR GUARISCO, Mayor

P. O. DRAWER 400

BARBARA ANN BAGGETTE,  
Clerk-Treas.

# CITY OF DAPHNE

JOSEPH H. HALL,  
Chief of Police

**COUNCIL:**

DOLORES GATES  
FRED PENRY, JR.  
G. H. RAINS  
WM. J. RUSSELL  
JOHN A. TRIONE

Telephone 626-2628  
DAPHNE, ALABAMA 36526

*"Jubilee Town"*

UTILITY BOARD  
A. VICTOR GUARISCO  
JOHN A. TRIONE  
LEONARD D. TRIONE

## NEW OFFICERS AND ADDRESSES - AAMCA

MISS BARBARA BAGGETTE, President  
P. O. DRAWER 400  
DAPHNE, ALABAMA 36526

MRS. CAROLYN MOZINGO, Vice-President  
CITY OF MARION  
P. O. DRAWER 959  
MARION, ALABAMA 36756

MRS. NORMA WILLIS, Secretary  
TOWN OF ASHLAND  
P. O. BOX 38  
ASHLAND, ALABAMA 36251

MISS BETTIE SCOTT, Treasurer  
CITY OF PELL CITY  
1905 FIRST AVENUE NORTH  
PELL CITY, ALABAMA 35125

COL. TYRON EARL TISDALE, Past President  
CITY OF AUBURN  
P. O. BOX 511  
AUBURN, ALABAMA 36830

DISTRICT DIRECTORS, 1980-81

DISTRICT #1:

A. SAMMY GASTON  
CITY OF RUSSELLVILLE  
P. O. BOX 1148  
RUSSELLVILLE, ALABAMA 35653

DISTRICT #8:

MR. JAMES MASON  
CITY OF MOBILE  
P. O. BOX 1827  
MOBILE, ALABAMA 36601

DISTRICT #2:

DISTRICT #9:

MR. WALT WEAVER  
CITY OF PRATTVILLE  
P. O. BOX 277  
PRATTVILLE, ALABAMA 36067

DISTRICT #3:

DISTRICT #10:

MRS. MARGARET NEWTON  
TOWN OF ODENVILLE  
P. O. BOX 113  
ODENVILLE, ALABAMA 35120

MR. HAROLD GORDON  
CITY OF ALEXANDER CITY  
P. O. BOX 589  
ALEXANDER CITY, ALABAMA 35010

DISTRICT #4:

DISTRICT #11:

MRS. MARTHA A. BLROD  
CITY OF GADSDEN  
P. O. BOX 267  
GADSDEN, ALABAMA 35999

DISTRICT #12:

MRS. LORRAINE BUTLER  
TOWN OF NEW HOPE  
P. O. BOX 419  
NEW HOPE, ALABAMA 35760

DISTRICT #5:

DISTRICT #13:

DISTRICT #6:

DISTRICT #7:

MR. LARRY MUBENCH  
CITY OF DOTHAN  
P. O. BOX 2128  
DOTHAN, ALABAMA 36301

COMMITTEES APPOINTED AT ANNUAL MEETING, May 13, 1980:

1. EDUCATION COMMITTEE:

JAMES WILSON, CMC, FLORENCE, AL.  
Chairman

BETTY BENSON, MADISON, AL.

DON HOWELL, TARRANT, AL.

VELMA GOBER, WETUMPKA, AL.

CAROLYN MOZINGO, MARION, AL.

BARBARA BAGGETT, DAPHNE, AL.

2. 1981 ATLANTA IIMC CONFERENCE COMMITTEE:

CAROLYN MOZINGO, MARION, AL.

CHAIRMAN

EARL TISDALE, AUBURN, AL.

MARY POTTER, SARALAND, AL.

JACK BAILEY, BIRMINGHAM, AL.

3. NEWSLETTER: "CLERK'S CHATTER" COMMITTEE:

SARAH MAYS, PLEASANT GROVE

Chairman

EARL TISDALE

DAN TUNMIRE

(Dan as Editor and Earl as Co-editor)

4. BUDGET COMMITTEE:

OFFICERS OF ASSOCIATION:

BARBARA BAGGETT, President

CAROLYN MOZINGO, Vice-President

NORMA WILLIS, Secretary

BETTY SCOTT, Treasurer

EARL TISDALE, Immediate Past President

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

NOVEMBER 19, 1980

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 19, 1980, at the University of Alabama in Tuscaloosa, Alabama.

The meeting was presided over by President Barbara Baggette. Following the invocation by Dan Tunmire, lunch was served. Those seated at the head table were introduced. They were composed of Officers of the Association and honor guests. Guests being League President, Mayor Doug Moore of Marion; Mrs. Iola Stone, CMC, 4th Vice-President, IIMC, from Region IV, Elberton, Georgia; and Dr. Coy Hollis, Acting Coordinator for Division of Continuing Education, University of Alabama.

President Bobbie gave recognition to Dan Tunmire, as being Editor of the "Clerk's Chatter" for a good job, well done. Dan in turn reminded all present to send our news in for the "Clerk's Chatter" before the deadline, last day of the month by 9:00 A.M.

Since all clerks had received a copy of the last business meeting minutes, Mary Potter moved that the reading of the minutes be dispensed with. Motion was seconded by Margaret Newton and met with unanimous approval.

Mayor Moore was presented to the group by his Clerk, Carolyn Mazingo, our organization's Vice-President. Mayor Moore expressed fitting remarks of commendation and words of encouragement to the assembled group. At the conclusion of Mayor Moore's remarks, President Bobbie presented him with a silver coin engraved with the seal of the City of Daphne.

Mrs. Iola Stone, CMC, 4th Vice-President, IIMC, expressed her pride in the Alabama members of IIMC and of the increase in membership since our last meeting.

Bettie Scott, Treasurer, presented the following report of the Budget Committee and gave the current Treasurer's Report:

FINANCIAL REPORT

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

NOVEMBER 19, 1980

Funds Transferred from past Treasurer, Velma Gober -----	\$1,351.98
Payment of Dues to Date -----	2,025.00
Interest from First National Bank, Wetumpka -----	8.69
	<hr/>
	\$3,385.67

DISBURSEMENTS:

Barbara Baggette - Plaque for outgoing President----	\$ 46.75
Office Supplies - Treasurer -----	69.43
Hyatt House - Clerk's Breakfast - League Convention-	463.22
Peachtree Plaza - Reservation for IIMC Convention---	325.00
Newsletter, Postage and Envelopes -----	383.08
	<hr/>
Total Disbursements:	\$1,287.48
Balance in Treasury -----	\$2,098.19

NOVEMBER 19th Minutes continued:

Certificate of Deposit -----	\$4,192.89
Interest earned to date -----	98.13
TOTAL:	<u>\$4,291.02</u>

PRESENT MEMBERSHIP: 207 Members

The Budget Committee met on July 14, 1980, and recommend the following budget for adoption:

Clerk's Chatter Mailing and Expense -----	\$ 900.00
Plaque for Outgoing President -----	50.00
Hotel for IIMC President -----	150.00
Annual Breakfast -----	400.00
IIMC Conference - Atlanta, 1981 -----	500.00
Miscellaneous -----	100.00
	<u>\$2,100.00</u>

207 Members

Estimated Income: \$3,000.00

John Newberry moved that the Budget and the Treasurer's Financial Report be accepted as read. Motion was seconded by Evelyn Phillips and carried unanimously.

Carolyn Mozingo, Chairman of the IIMC Convention Committee, brought to the group the plans for Alabama's part in the IIMC Convention to be held in Atlanta, Georgia, in May, 1981. Those members who will be able to attend will be needed to help with registration, Color Guard, etc. She also told of the need for a suite of rooms to be reserved for the use of those in attendance from Alabama to change, entertain, etc. She moved that such a suite be reserved at the Peachtree Plaza Hotel. The motion was seconded by Earl Tisdale and so carried.

Following Carolyn's report, it was most obvious that we had not budgeted a sufficient amount to take care of the expenses for the IIMC Conference in Atlanta. Thus, a motion was made by Carolyn Mozingo, seconded by Earl Tisdale and carried unanimously that the appropriation for the IIMC Conference be increased from \$500.00 to \$1,000.00 in the budget. Budget was so amended.

President Bobbie gave an interesting report on the Dinner Meeting of Officers and District Directors which was held at Quincy's Restaurant on the previous evening, with very good attendance. She also recognized all the District Directors present at this luncheon business meeting. She then appointed two Directors at this time to fill two vacancies. So appointed were Alice Vandiver for District I Director and John Baker for District IV Director.

Certificates of Achievement were presented to honor those Clerks who had attended five (5) Annual Training Sessions, and also those who had attended ten (10) Sessions.

There being no other business at hand, Evelyn Phillips moved for adjournment. The move was duly adopted and the meeting was adjourned.

Respectfully submitted,

Norma K. Willis  
NORMA K. WILLIS, SECRETARY

May 19, 1981  
Clerk's Regular Meeting at the  
Alabama League of Municipalities  
Convention

On May 19, 1981, the regular business meeting was held at a breakfast with President Bobbie Baggett presiding. She introduced the guests and members at the head table. They were Dr. Franklin Blitz, University of Alabama; Mayor and Mrs. Douglas Moore, President of the League; Carolyn Mazingo, City Clerk of Marion and Vice-President of this organization; Bettie Scott, City Clerk of Pell City and Treasurer of the Association, Norma K. Willis, City Clerk-Treasurer of Ashland and Secretary of the Association, and John Baker, City Clerk of Montgomery and Host Clerk for our Convention. Among other very special guests present was Alex Garrett, retired former City Clerk of Montgomery, Dr. Coy Hollis of the University of Alabama, Mr. Ben Swindle of the State Agency for Social Security, Julie Sinclair of the League Staff, and several members of the Marion City Council and their spouses.

Bobbie called on Carolyn to give our Invocation and a very delicious breakfast was then enjoyed by everyone.

The reading of the Minutes was dispensed with since all the clerks had received a copy in an issue of the "Clerk's Chatter" during the year. Minutes were so approved.

Bettie Scott gave the Treasurer's Report. Everyone was reminded that the Annual \$10.00 Dues of the Association are now due. IIMC Membership forms were also available and payment of these dues was differentiated from our Association Dues.

Dr. Blitz was recognized and gave a report on behalf of the Education Committee. He told of the many clerks who have received certification through IIMC since our last meeting. He also gave dates for future study to help other Clerks become certified. He urged as many as possible to take advantage of this program that would mean so much to them in their everyday chores at City Hall. Dr. Blitz gave praise to Mayor Moore for his interest and encouragement to our organization.

Dan Tunmire was recognized and as Editor of the Clerk's Chatter gave a report on the cost, etc., of our Monthly mail out for last year.

Carolyn Mazingo gave a report on our participation in the 1981 IIMC Conference now underway in Atlanta. Many of our members are already there and others are planning to leave after the Morning Session to go on to Atlanta for the remainder of the Conference. This made everyone "long" to be "counted among the numbers" to attend. She also expressed her thanks for the cooperation received on this undertaking.

The outgoing president, Bobbie, gave a brief report of the things accomplished this year in our Association. It was a good year.

As a matter of Old Business, it was reaffirmed that our Association would support the Certification Program to the point that financial help will be given should there not be 25 members to enroll in the C M C Program. This action was taken previously by our Association, pledging the necessary financial support if needed.

Evelyn Phillips moved that the matter of urging our Legislators to provide a "vehicle" by which a City Clerk would be retained, when there is a change of Administration, be turned over to the Education Committee for their study and recommendation. Motion was seconded by Willie Mae Dennis and carried unanimously.

May 19, 1981 Minutes continued:

President Bobbie presented the names of the new District Directors for those Districts having elected their Director for the upcoming year. She urged the other Districts to do so.

Velma Goebez reported for the Nominating Committee recommending the following slate of officers for 1981-82:

PRESIDENT ----- Carolyn Mozingo, City Clerk of Marion  
VICE-PRESIDENT ----- Norma K. Willis, City Clerk-Treasurer of Ashland  
SECRETARY ----- Bettie Scott, City Clerk of Pell City  
TREASURER ----- Dan Tunnicliffe, City Clerk of Hueytown

There being no nominations from the floor, Mary Pottet moved that the above officers be so elected to serve our Association for 1981-82. Motion seconded by Lorraine Butler and carried unanimously.

At this time the outgoing President, Bobbie, presented Certificates of Appreciation to the Officers, District Directors, Editor of the Clerk's Chatter, Dr. Blitt, the Alabama League, and to each one expressed appreciation for all that was done to make this year a good year for our Association. She stated that she wished she could give everyone present one as everyone has special and worked hard in our Association.

President Bobbie then dissolved all Committees and recognized Mayor Moore, our League President, who then installed his City Clerk, Carolyn Mozingo, as President and in order the other officers of the Association.

The outgoing president, Bobbie Baggett, was presented a beautiful plaque by Carolyn, in appreciation of her guidance of the Association in so many worthwhile projects and for her untiring efforts and time spent in making this a successful year.

Dan Tunnicliffe was recognized, and presented a bound copy of the "Clerk's Chatter" to President Bobbie and also a copy to the League Library.

Elizabeth Hughes moved that the Budget for the "Clerk's Chatter" be increased from \$900.00 to \$1,100.00. Motion was seconded by Bettie Scott and it was so ordered.

President Carolyn then appointed the following persons to serve on the Educational Committee: Fred Eott, Foley, Chairman; Farah Bays, Pleasant Grove; Velma Goeber, Wetumpka; Britt Thomas, Brundidge. Appointed to the Clerk's Chatter were: Dan Tunnicliffe, Hueytown, Editor and Chairman; Earl Tisdale, Auburn; Gail Pusby, Decatur; and Carol Harris, Creola.

Carolyn expressed her appreciation for this Association's faith in her and requested their continued support throughout the ensuing year.

There being no further business, the Association's meeting was duly adjourned.

*Norma K. Willis*  
Norma Willis - Sec. Gen.



**ALABAMA ASSOCIATION of  
MUNICIPAL CLERKS and  
ADMINISTRATORS**

Post Office Box 1270 + Montgomery, Alabama 36102

Business Meeting

12:15 P.M., Thursday, November 19, 1981 -----University of Alabama

AGENDA

CALL TO ORDER -----President

INVOCATION

INTRODUCTION OF HEAD TABLE, SPECIAL GUESTS AND SPECIAL RECOGNITION TO  
NEW CMC'S

LUNCH

MINUTES OF PREVIOUS MEETING -----Secretary

TREASURER'S REPORT -----Treasurer  
(To Include present Membership)

BUDGET COMMITTEE REPORT -----Treasurer

REPORT ON OFFICERS AND DIRECTORS MEETING and

RECOGNITION OF DISTRICT DIRECTORS -----President

EDUCATION COMMITTEE REPORT -----Fred Mott

COMMENTS FROM EDITOR OR CO-EDITOR OF NEWSLETTER COMMITTEE -----Dan Tumire

OLD BUSINESS

NEW BUSINESS

ANNOUNCEMENTS:

ADJOURNMENT

TREASURER'S REPORT:

Cash in Bank-----	\$2,040.73
Cash on hand-----	10.00
Total	<u>\$2,050.73</u>

EXPENDITURES:

IIMC-----	\$ 111.05,
Clerk's Chatter-----	486.82
Misc.-----	106.91
Total	<u>\$ 704.78</u>

FUNDS BUDGETED BUT UNSPENT-----\$2,295.22

Deficit \$244.22

CD invested at 6% in principal amount of \$4,477.22

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

BUDGET  
1981-82

ESTIMATED REVENUES:

Dues	\$10.00 x 300	\$3000.00
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ESTIMATED EXPENDITURES

Clerks' s Chatter	\$1100.00
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Annual Meeting	1200.00
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Gavel	60.00
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League Breakfast	500.00
------------------	--------

Misc.	140.00
-------	--------

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Total	\$3000.00
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MUNICIPAL MANAGEMENT TRAINING INSTITUTE  
FOR CITY CLERKS

15 : To receive 5 year certificates

Mrs. Dorothy Ashworth

Shirley J. Cody

Carolyn H. Finley

Hazel Hester

Lois M. Hicks

Don E. Howell

Mrs. Garnet Jeffreys

Rebecca E. Lott

Ruby C. Neeley

William D. Owens *Boone*

Rita B. Parnell

Elaine W. Scott

Ms. Jerry Starling

Mrs. Barbara M. Timothy

Alice Vandiver

MUNICIPAL MANAGEMENT TRAINING INSTITUTE  
FOR CITY CLERKS

L.S.

5 TO RECEIVE 10 YEAR CERTIFICATES

Jack Bailey

Carl W. Cole

Iris Evans

Mrs. Earline F. McKinley *assistant*

Jean McQueen

MUNICIPAL MANAGEMENT TRAINING INSTITUTE  
FOR CITY CLERKS

4 TO RECEIVE 15 YEAR CERTIFICATES

Barbara Ann Baggette

Gladys D. Prentice

Bettie Scott

Norma K. Willis

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

NOVEMBER 19, 1981

The Alabama Association of Municipal Clerks and Administrators convened in regular session on November 19, 1981, at the University of Alabama in Tuscaloosa.

The meeting was presided over by Carolyn Mazingo, President. Invocation for the luncheon was given by Bettie Scott. Those seated at the head table were introduced as follows: Britt Thomas, Brundidge; Norma Willis, Ashland; Dan Tunmire, Hueytown; John Watkins, Executive Director of the Alabama League of Municipalities; Bettie Scott, Pell City; Velma Gober, Wetumpka; and Louise Toledo, Lanett. Certified Municipal Clerks present were introduced and it was reported that there are 18 certified clerks in the State. Eight of these attended the State Institute and ten had degrees in related fields.

Special guests presented included two councilwomen from Midfield. Miss Nina Miglionico, President of the League, sent regrets that she was unable to attend the meeting.

Since all clerks had received a copy of the minutes of the last business meeting, Bettie Scott moved that the reading of the minutes be dispensed with. Motion was seconded by Mary Potter, Saraland, and the minutes were approved as mailed.

Dan Tunmire presented the following Treasurer's Report:

Cash in Bank	\$2,040.73
Cash on Hand	10.00
Total	<u>2,050.73</u>
Expenditures:	
IIMC	111.05
Clerk's Chatter	486.82
Miscellaneous	<u>106.91</u>
Total	704.78
Funds Budgeted But Unspent	2,295.22
Deficit	244.22
CD invested at 6% in principal amount of	\$4,477.22

Also presented was the Proposed Budget for 1981-82 as follows:

Estimated Revenues:	
Dues \$10.00 x 300	\$3,000.00
Estimated Expenditures:	
Clerks Chatter	1,100.00
Annual Meeting	1,200.00
Gavel	60.00
League Breakfast	500.00
Miscellaneous	<u>140.00</u>
Total	3,000.00

Norma Willis, Ashland, moved that the Treasurer's Report and Budget be approved. The motion was seconded by Martha Elrod, Gadsden, and they were approved as presented.

Association officers and district directors met at Quincy's on Tuesday night and discussed plans and made reports. District directors were introduced and the President gave the counties represented by each district as follows:

District 1. Lauderdale, Colbert, Franklin, Marion and Winston  
Director: Ricky Williams, City Clerk, Russellville

District 2. Lamar, Fayette, Pickens, Tuscaloosa, Greene, Hale, Bibb  
Director: Patricia Harris, City Clerk, Brookwood

District 3. St. Clair, Shelby, Blount  
Director: Margaret Newton, City Clerk, Odenville

District 4. Cherokee, Etowah, Calhoun, Talladega, Cleburne, Clay, Randolph  
Director: Martha Elrod, C.M.C., City Clerk, Gadsden

District 5. Lowndes, Butler, Crenshaw, Pike, Bullock, Barbour  
Director: Fred Dykes, Jr., City Clerk, Eufaula

District 6. Perry, Dallas, Wilcox, Monroe, Conecuh, Clarke, Washington,  
Choctaw, Sumter, Marengo  
Director: Carolyn Finley, City Clerk, Thomaston

District 7. Covington, Coffee, Dale, Henry, Geneva, Houston  
Director: Lee C. McNeal, City Clerk, Columbia

District 8. Mobile, Baldwin, Escambia  
Director: Evelyn Phillips, City Clerk, Fairhope

District 9. Chilton, Coosa, Autauga, Elmore, Montgomery  
Director: Becky Lott, City Clerk, Millbrook

District 10. Tallapoosa, Chambers, Lee, Macon, Russell  
Director: Newell Floyd, City Clerk, Opelika

District 11. Lawrence, Morgan, Cullman, Walker  
Director: Elizabeth Hughes, City Clerk, Cullman

District 12. Limestone, Madison, Jackson, Marshall, DeKalb  
Director: Gail Duffey, City Clerk, Scottsboro

District 13. Jefferson  
Director: Irene Matthews, City Clerk, Graysville.

Dr. Frank Blitz gave the Education Committee report in the absence of Fred Mott. The education portion of the CMC program has been conducted twice annually in 2½ day meetings over a three year period. There have been 36 graduates from the seven sessions conducted to date and eight of those have been certified. The next phase will be held February 15-17, 1982. A clerk can enter the program at any time. Federal funds used to help finance the program are no longer available and a minimum number of pre-registrations will have to be established. At least 20 registrations, two weeks before a meeting starts will be needed and all program will have to be self-supporting. Therefore, prompt return of registration forms was urged. Formerly, institute training has been two 2½ day sessions in February and two again later in the year. In the future, sessions will be limited to 2½ days in February and 2½ days in August, and it may be necessary to increase the fees charged. The University is trying to get together a flyer on the program. Velma Gober asked if it would be necessary to include something in this budget to subsidize the training institute but it was decided to delay any action until the April meeting.

It has been suggested that the Association have a scrap book and Carolyn Mazingo, President, appointed the following members as a Scrap Book Committee to report back at the November, 1982 meeting.

Sarah Mays, Chairman, City Clerk, Pleasant Grove  
Gladys Prentice, Leeds  
Marilyn Grubbs, Homewood



Mary Potter, Saraland, called attention to the fact that at least one person had attended the training institute at her own expense and made a motion that the Association pay the registration fee for any person attending the institute whose municipality does not pay the expense. The motion was seconded by Velma Gober. After discussion, Grady Ellison, Fairfield, made a motion that the matter be referred to the Education Committee. This motion was seconded by Evelyn Phillips, Fairhope, and on vote was approved. The President asked the Committee to make a report at the next meeting.

It had also been suggested that the Association needs a pin or patch, so the President appointed the following Committee to make recommendations:

Earl Tisdale, Chairman, Auburn  
Jack Bailey, Birmingham  
Thelma Moon, Vestavia  
Mable Poindexter, Roosevelt City  
Martha Elrod, Gadsden


The following committee was appointed to study types of data processing are in use in the various communities with a brief summary of their capabilities:

Louis Toledo, Lanett  
Larry Meunch, Dothan

The Committee will report at the April meeting.

After a round of applause for the district directors, the meeting adjourned.

Respectfully Submitted:



Bettie Scott, Secretary

April 27, 1982  
Clerk's Regular Meeting at the  
Alabama League of Municipalities  
Convention

On April 27, 1982, the regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at a breakfast meeting at the Sheridan in Mobile, Alabama. Carolyn Mozingo, President, presided and after the invocation by Dan Tunmire, introduced the guest at the head table.

Past Presidents of the Association:

Mary Potter, Saraland  
Earl Tisdale, Auburn  
Barbara Baggette, Daphne

Mayor E. L. Wynn, Ashland

Association Officers:

Dan Tunmire, Hueytown, Treasurer and Editor of The Clerks Chatter  
Bettie Scott, Pell City, Secretary  
Norma Willis, Ashland, Vice-President

Mrs. Delois Moore, Wife of the Mayor of Marion, was a special guest.

All CMC's were asked to stand and be recognized. There are now 26 CMC's in the State.

Minutes of the meeting of November 19, 1981, had been published in the Clerks Chatter and were approved.

Dan Tunmire presented the Treasurer's report as follows:

Balance forwarded:	\$ 1,121.51
Deposits: Dues	1,780.00
	<u>2,901.51</u>
Expenses	2,481.28
Cash on hand	410.23
Certificate of deposit	4,477.22
Net Worth	<u>\$ 4,887.45</u>

Most of the expenses were for the Clerks Chatter, \$925.00, and the Clerk's Management Institute at the University of Alabama, \$1,200.00.

Fred Mott, Foley, Chairman of the Education Committee, stated that the Committee had considered the motion made in November that the Association pay the registration fee for the training institute for the Clerk whose municipality does not pay the expense. The Committee does not feel that this motion should be approved but if a case of real need arises that special cases could be taken under advisement.

Dan Tunmire, Chairman of the Clerks Chatter Committee, expressed appreciation to Gail Busby, Decatur, and Earl Tisdale, Auburn, for their help during the past year and asked that all clerks cooperate in turning in news items for the Chatter.

Sarah Mays, Pleasant Grove, Chairman of the Scrapbook Committee, reported that the scarpbook will be left at the League Office so that it will be available for everyone to see and asked that articles about clerks be sent to members of the Committee.

Since Velma Gober, Wetumpka, Chairman of Municipal Clerk's Week, was unable to be present, Carolyn Mozingo urged all clerks to send in reservations for the luncheon to be held at Jasmine Hill Gardens on May 12, to celebrate Municipal Clerk's Week. Mayor Jamie Etheredge, Greenville, will be the speaker. Carolyn also asked clerks to write their congressmento support the bill declaring the second week in May as Municipal Clerk's Week on an annual basis.

The Chairman of the Emblem Committee, Earl Tisdale, Auburn, expressed appreciation

to the members of the Committee: Jackson Bailey, Birmingham; Martha Elrod, Gadsden; Thelma Moon, Vestavia; Mable Poindexter, Roosevelt City, for the work they have done. 430 questionnaires were sent out and there were 90 replies. They indicated that the clerks wanted a small pin, in the shape of the State of Alabama, metal, white on gold, the letters AAMCA, and a pin with a clutch type fastener. The price was secondary and the pin should be for sale through the Association. The Committee recommended a pin 3/4" high, gold filled, with the initials and a quill pen of raised white enamel with a clutch back. The price would be in the \$10 to \$12 range with an initial cost to set up the form of \$200 to \$325. to be borne by the Association. The Georgia Association sells their pin for \$25.00. It was decided that the Board of Directors would determine the sale of the pin. Mary Potter, Saraland, moved that the recommendation of the Committee be accepted and the motion was seconded by Larry Muench, Dothan, and unanimously approved.

Louis Toledo, Lanett, and Larry Muench, Dothan, the Data Information Committee, had found it hard to meet but suggested that Zane Burlison, Opelika, be appointed to serve on the Committee with them. They plan to mail a questionnaire with the Clerks Chatter and will give a more complete report at the next meeting.

The outgoing president, Carolyn Mazingo, made a report on the accomplishments of the past year.

New business discussed included the need to establish a fiscal and administrative year for the Association since the League convention is held in April some years and in May other years. The Executive Committee recommended the establishment of a fiscal and administrative year effective June 1 and will have a proposed amendment to the by-laws for presentation at the next meeting. Louis Toledo moved that the recommendation of the Executive Committee be accepted. The motion was seconded by Elizabeth Hughes, Cullman, and approved.

The Association presented a plaque and life-time membership to Earl Tisdale, City Manager of the City of Auburn, in appreciation for his invaluable contribution to the AAMCA.

District Directors elected so far as follows:

District 1	Richard Williams, Russellville
District 2	
District 3	Willie Mae Dennis, Pelham
District 4	Martha Elrod, Gadsden
District 5	
District 6	Reba Miller, Linden
District 7	
District 8	Tommy Langham, Bay Minette
District 9	John Baker, MONTGOMERY
District 10	
District 11	
District 12	Gail Duffey, Scottsboro
District 13	Sarah Mays, Pleasant Grove

The nominating Committee, Barbara Baggette, Mary Largin and Larry Muench, nominated the following officers for the coming year:

President	Norma Willis, Ashland
Vice-President	Bettie Scott, Pell City
Secretary	Dan Tunmire, Hueytown
Treasurer	Martha Elrod, Gadsden

There were no other nominations and Mary Potter, Saraland, moved that the nominations be accepted. The motion was seconded by Earl Tisdale and approved unanimously.

Certificates of Appreciation were presented to the District Directors, Chairmen of the Committees, the Association Officers and to Dr. Frank Blitz, Friend and Advisor to the Association.

President Carolyn Mozingo requested the new president to allow the Committees appointed in November to continue to serve but she dissolved the Education Committee.

Mayor E. L. Wynn of Ashland installed the new officers. Norma Willis, the new president named the following Committees:

Education Committee: Chairman Fred Mott, Foley  
Mary Largin, Columbiana  
Velma Gober, Wetumpka  
Britt Thomas, Brundidge

Clerks Chatter: Dan Tunmire, Chairman, Hueytown  
Sarah Mays, Pleasant Grove  
Earl Tisdale, Auburn

Scrapbook Committee: Chairman Sarah Mays, Pleasant Grove  
Gladys Prentice, Leeds  
Marilyn Grubbs, Homewood

Emblem Committee: Chairman Earl Tisdale, Auburn  
Jack Bailey, Birmingham  
Thelma Moon, Vestavia  
Mable Poindexter, Roosevelt City  
Martha Elrod, Gadsden

Data Information Committee: Chairman Louis Toledo, Lanett  
Larry Muench, Dothan  
Zane Burleston, Opelika

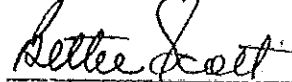
Municipal Clerks Week: Velma Gober, Wetumpka, Chairman

Mary Potter announced that the Treasurer was accepting dues immediately following the meeting.

Norma Willis presented a plaque to the out-going President and expressed the appreciation of the Association to Carolyn Mozingo for a job well done.

The meeting adjourned..

Respectfully Submitted:



Bettie Scott, Secretary

Tuscaloosa, Alabama  
November 18, 1982

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Continuing Education Center, University of Alabama, Tuscaloosa, Alabama at a luncheon meeting this date. President Norma K. Willis presided and introduced the head table as follows: Mary Potter, Saraland, Past President; Dan Tunmire, Hueytown, Secretary; Branson Gaylor, Rome, Georgia, Guest; Martha Elrod, Gadsden, Treasurer; and Bettie Scott, Pell City, Vice-President.

Dan Tunmire, Secretary, stated the minutes of the April 27, 1982 meeting had been mailed to each City Clerk and asked that the minutes be approved without reading. Mary Potter, Saraland, moved the minutes be approved without reading. Seconded by Evelyn Phillips, Fairhope. On voice vote the motion carried.

Martha Elrod, Treasurer, presented the following budget proposal for 1982-83 and moved the proposed budget be adopted.

REVENUES:	Cr	Dr	Total
Dues	\$2,450.00		
Emblem Sales	580.00		
Interest earned	180.00		
Surplus Forward	4,754.00		
total			\$7,964.00

EXPENDITURES:	Cr	Dr	Total
Conference Expenditures		\$1,200.00	
League breakfast		500.00	
Clerks Chatter		1,000.00	
Emblems		2,000.00	
Miscellaneous		179.00	
President's Plaque		85.00	
total			\$4,964.00

The motion to adopt the budget was seconded by Marilyn Grubbs, Homewood. On voice vote the motion carried. President Norma Willis declared the budget adopted.

Martha Elrod, Treasurer, presented the following financial statement:

Beginning Deposit	\$1,236.25
Certificate of Dep.	4,754.07
Total	<u>\$5,990.32</u>
Deposit from dues	\$1,105.39
Less Expenditures	\$1,238.30
Balance	\$5,857.41

Dues Paid: Clerks	225
Deputy Clerks	<u>19</u>
Total	244

Earl Tisdale, Auburn, moved the financial statement be approved. Seconded by Mary Potter, Saraland. On voice vote the motion carried. President Norma Willis declared the financial statement approved.

Linda Vanden Bosch, Greenville, reported that the District Directors held a dinner meeting on November 16, 1982, at Quincys. She stated there were three Directors present. AAMCA membership pins were presented at the meeting. Dr. Frank Blitz explained the importance of the District Directors position to the organization.

President Norma Willis read a list of District Directors and recognized those present at the meeting.


Fred Mott, Foley, Chairman of the Education Committee, requested that subjects desired for the Clerk's program at the League Convention in Huntsville should be mailed or phoned to him as soon as possible. The Planning Committee was then introduced.

Velma Gober, Wetumpka, Chairperson of Municipal Clerks Week, reported that 55 people attended the first AAMCA Municipal Clerks Week function and program. She recommended a method be studied for electing or selecting the "Municipal Clerk of the Year." President Norma Willis appointed the following Committee to make recommendations to the AAMCA on selecting the "Municipal Clerk of the Year:"

Velma Gober, Wetumpka, Chairperson  
 Mary Potter, Saraland  
 Linda Vanden Bosch, Greenville  
 Becky Lott, Millbrook

Earl Tisdale, Auburn, Chairman of the Emblem Committee recommended his committee be desolved since all committee work had been completed. He reported that 111 emblems had been sold. President Norma Willis desolved the committee.

There being no further business to come before the Association upon motion duly made and seconded the meeting adjourned.

  
 Dan Tunmire  
 Secretary

Huntsville, Alabama  
April 26, 1983

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Huntsville Hilton Hotel, Huntsville, Alabama at 8:00 A.M. Norma K. Willis, President, presided and the invocation was given by Martha Elrod after which a breakfast was served.

President Norma Willis introduced the head table which included special guests Mayor and Mrs. Hugh Williamson, Pell City, Alabama. She then asked for officer and committee reports.

Dan Tunmire, Secretary, reported that the minutes of the previous meeting had been mailed to each member of the Association and moved they be adopted as written. Seconded by Bettie Scott. On voice vote the motion carried.

Martha Elrod, Treasurer, presented the following financial report:

Deposits, 6-82 thru 4-83-----	\$8,479.70
Interest earned-----	238.96
Total	<u>\$8,718.66</u>
Disbursements-----	4,553.48
Balance on hand	<u>\$4,165.18</u>

Bettie Scott moved the Treasurer's report be accepted. Seconded by Faye Blakeney. On voice vote the motion carried.

In the absence of Fred Mott, Chairman of the Education Committee, Dr. Frank Blitz, University of Alabama, reported that 47 clerks and assistant clerks had graduated from the certification program. He stated 28 of those were now Certified Municipal Clerks. In the last session of the Certification Institute, 9 clerks were graduated and 10 clerks entered the program for the first time. Dr. Blitz stated he had studied the results of the survey on post graduate courses for CMCs and that tentatively a date in March 1984 would be set for a course.

Dan Tunmire, Editor, The Clerks' Chatter, reported that he had looked into commercial printing of the newsletter rather than produce it with a copying machine and determined the cost was too prohibitive to make a recommendation at the present time. The cost of commercial printing (offset) would be approximately \$1800.00 per year. The current cost of production is approximately \$1100.00 per year.

Martha Elrod, reported on Municipal Clerks Week in the absence of Velma Gober. She stated the meeting would be held at Noccalula Falls Park at 12:00 noon, Wednesday May 11, 1983. The fee for the luncheon is \$10.00.

Larry Muench, Chairman of the Data Processing Committee reported that many of the surveys on data processing had been returned and that the information was in the process of being put into the computer to be analyzed.

President Norma Willis presented Certificates of Appreciation to each officer, District Director and Committee Chairman. She then appointed the following committee to study and recommend a method of selecting the "Municipal Clerk of the Year." Velma Gober, Chairperson, Committee members Becky Lott, Millbrook; Linda VandenBosch, Greenville; Mary Potter, Saraland.

Carolyn Mozingo, Chairperson of the nominating committee reported the committee recommended the following slate of officers for 1983-84; President-Bettie Scott; Vice President-Dan Tunmire; Secretary-Martha Elrod; and Treasurer-Zane Burleson. President Willis asked if there were any nominations from the floor. There were none. Carolyn Mozingo then moved the candidates recommended by the committee be approved. Seconded by Gladys Prentice. On voice vote the motion carried.

Mayor Hugh Williamson, Pell City, gave a speech and then installed the officers for 1983-84.

President Bettie Scott expressed her appreciation for the confidence of the Association and then appointed the following committees:

Education Committee: Evelyn Phillips, Chairperson; Mary Largin, Dianne Barnett, Linda VandenBosch.

Newsletter Committee; Dan Tunmire, Chairman, Sarah Mays.

Data Processing Committee: Larry Muench, Chairman, Gail Busby, Harold Gordon.

Scrap Book Committee: Betty Benson, Chairperson, Mignon Bowers.

Constitution Review Committee: Carolyn Mozingo, Chairperson, Barbara Baggette, Mary Potter, and Norma Willis.

There being no further business to come before the Association upon motion duly made and seconded the meeting adjourned.

*Dan Tunmire*

Dan Tunmire, CMC  
Secretary



Tuscaloosa, Alabama  
November 17, 1983

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Continuing Education Center, University of Alabama in Tuscaloosa at a luncheon meeting this date. President Bettie Scott presided and introduced the head table.

Martha Elrod, Secretary, stated the minutes of the April 26, 1983 meeting had been mailed to each City Clerk and asked that they be approved without reading. Don Howell, Gulf Shores, moved the minutes be approved without reading. Seconded by Velma Gober, Wetumpka. On voice vote the motion carried.

Zane Burleson, Treasurer, presented the proposed Budget for 1983-84 and Financial Statement ending October 31, 1983, as follows:

BUDGET 1983-84

ANTICIPATED REVENUE

Membership Fees	\$2,300
Sale of Pins	200
Interest on Investments	225

TOTAL ANTICIPATED REVENUE \$2,725

ANTICIPATED EXPENDITURES

University of Alabama	\$1,200
Presidents Plaque	85
Postage - Newsletter	1,100
Bank Service Charges	25
Miscellaneous	100

TOTAL ANTICIPATED EXPENDITURES \$2,510

PROJECTED SURPLUS - END OF FISCAL YEAR \$ 215

\* \* \* \* \*

FINANCIAL STATEMENT  
ending October 31, 1983

INCOME

Membership Fees	\$2,080.00
Sale of Pins	90.00
Interest Earned	150.34

TOTAL INCOME \$2,320.34

## EXPENDITURES

Postage - Newsletter	\$ 318.64
Postage - Pins	5.76
Bank Service Charges	13.58
Charge for Deposit Slips	3.84
TOTAL EXPENDITURES	\$ 341.82
NET INCOME	\$1,978.52
BEGINNING BALANCE	\$3,866.56
BALANCE AS OF OCTOBER 31, 1983	\$5,845.08

The Treasurer moved that the proposed Budget be adopted and the Financial Statement be approved as read. The motion was seconded by Mary Potter and following a voice vote the Chairman declared the motion carried.

### DISTRICT'S REPORT:

Gail Busbey reported on the District Directors Dinner Meeting which was well attended on Tuesday evening, November 15, at Quincys in Tuscaloosa. Following Gail's report, Directors were recognized by the chairman and permitted to report on the happenings in their respective area. The Districts were encouraged to be active as this is a strong "Key" to the AAMC Organization.

### COMMITTEE REPORTS:

#### Education Committee:

Evelyn Phillips, Chairman of the Education Committee made the committee report, and announced the First Advanced Education Institute will be held on March 6 - 8, 1984. This institute will be for those who have already met all the requirements for CMC. Other members who serve on the Education Committee are: Mary Largin, Linda Vanden Bosch, Diane Barnett, Dan Tunmire and Bettie Scott.

#### Data Processing Committee:

No Report

#### Newsletter Committee:

Dan Tunmire and Sarah May serve on the Newsletter Committee. Reporting was Editor, D. Tunmire who requested "IN-PUT".

#### Scrapbook Committee:

Reporting was Mignon Bowers, in the absence of the Chairman, Betty Benson, who requested clerks to furnish clippings, etc. to be placed in the scrapbook.

### Constitution Review Committee:

President Bettie Scott stated she was appointing Barbara Baggette as Chairman of the Constitution Review Committee since Chairman Carolyn Mazingo had resigned from Marion as City Clerk to take a new position in Montgomery. Others serving on this committee are past presidents, Mary Potter and Norma Willis - they were charged with the following duties:

1. To review the suggestions of the Executive Committee to change the fiscal year date to June 1 through May 30, as the proposed amendment was never prepared.
2. Study guide lines for memberships, other than active members - such as Life Memberships and Honorary Memberships.
3. Review the possibility of amending the constitution as to who should serve on the Executive Committee.

### Municipal Clerk of the Week Committee:

Velma Gober, Committee Chairman, reported on the guidelines established by this committee to nominate clerks to be considered for "Clerk of the Week." This committee consist of past presidents and those who have been honored as Clerk of the Week.

A motion to accept the guidelines as presented, by Ms. Gober was made by Mary Largin and seconded by Dan Tunmire. Motion carried by voice vote, with one vote opposing.

### IIMC BUSINESS:

IIMC Membership Chairman, Martha Elrod reported that Alabama has 147 members in IIMC, and encouraged all clerks to keep their membership current since this is an essential requirement in obtaining credits for CMC.

President, Bettie Scott, read a letter from the Michigan Clerks Association soliciting AAMC to endorse by Resolution a request to IIMC to bestow Honorary Membership upon Kathleen M. Callan.

Colonel Earl Tisdale made a motion that the following Resolution be adopted:

### RESOLUTION

WHEREAS, Ms. Kathleen M. Callan, retired City Clerk of Oak Park, Michigan, has been nominated for Honorary Membership in the International Institute of Municipal Clerks, and

WHEREAS, the outstanding contributions made by Ms. Callan to the International Institute of Municipal Clerks have enhanced the professionalism of its members and are deserving of the highest recognition,

NOW, THEREFORE, BE IT RESOLVED that the Alabama Association of Municipal Clerks and Administrators does heartily endorse the nomination of Ms. Kathleen M. Callah for election as an honorary member of the International Institute of Municipal Clerks.

ADOPTED by the members of the Alabama Association of Municipal Clerks and Administrators in Regular Session, this 17<sup>th</sup> day of November, 1983.

The motion was seconded by Jack Bailey who gave his personal recommendation for the role Ms. Callan played in the CMC program.

After voice vote the chairperson declared the motion carried unanimously and the resolution had been adopted.

Gail Busbey reported on a State group meeting she attended at the last annual IIMC Convention. She suggested the AAMC Organization pay the expenses for the president to attend the Annual Conventions. Linda Vanden Bosch endorsed this suggestion.


In view of this suggestion the Treasurer Zane Burleson asked the president to appoint a Committee to study the overall aspects of the finances of the organization.

RECOGNITION:

Certificates were presented to eight people for attending five sessions. Ten year awards were presented to Phyllis Freeman and Anita Steiner, and Mary Potter was recognized for attending fifteen sessions.

There being no further business on motion duly seconded the meeting was adjourned.

Respectively submitted.

  
\_\_\_\_\_  
Martha Elrod, Secretary

November 17, 1983

Birmingham, Alabama  
 May 8, 1984

The Alabama Association of Municipal Clerks met in a regular business meeting at the Hyatt Hilton in Birmingham on May 8, 1984, at 7:30 A.M., at a breakfast meeting, with President Bettie Scott presiding.

Martha Elrod, Secretary, stated that copies of the minutes of the November, 1983, meeting were mailed to the membership. She offered a motion that the minutes be approved as presented without reading if there were no additions or corrections. The motion was seconded by Evelyn Phillips and unanimously carried by oral vote.

Zane Burleson, Treasurer, presented the financial report as follows:

FINANCIAL STATEMENT

	<u>ACTUAL</u>	<u>FY 1983-84 BUDGET</u>	<u>DIFFERENCE</u>
<u>INCOME</u>			
Membership Dues	\$2,250.00	\$2,300.00	
AAMCA Pins	190.00	200.00	
Interest Earned	375.40	225.00	
AmSouth - Gift for Breakfast Meeting	500.00	-0-	
TOTAL	\$3,315.40	\$2,725.00	\$590.40
<u>EXPENDITURES</u>			
Postage (AAMCA Newsletters)	\$ 613.96	\$1,100.00	
University of Alabama	1,200.00	1,200.00	
Certificates of Appreciation	15.42	-0-	
President's Plaque	28.64	85.00	
Service Charge - Deposit Slips	3.84	-0-	
Service Charge - Bank	15.64	25.00	
Miscellaneous	-0-	100.00	
TOTAL	\$1,877.50	\$2,510.00	\$632.50
NET INCOME FY 1983-84	\$1,437.90	\$215.00	\$1,222.90

ASSETS:

Cash - Beginning Balance	\$3,866.56
Net Income	1,437.90
Balance 4-27-84	\$5,304.46
Pins - Beginning Balance (158)	\$1,580.00
Sold FY 1983-84 (19)	190.00
Ending Balance 4-27-84	\$1,390.00

The president ordered the financial report to be filed for audit.

BUDGET

FISCAL YEAR 1984-85

ANTICIPATED REVENUE

Membership Fees	\$4,600.00
Sale of Pins	200.00
Interest on Investments	300.00
TOTAL ANTICIPATED REVENUE	\$5,100.00

ANTICIPATED EXPENDITURES

University of Alabama	\$1,200.00
Presidents Plaque	100.00
Postage & Newsletter	2,600.00
Bank Service Charges	25.00
Miscellaneous	600.00
National Conference - President	-0-
TOTAL ANTICIPATED EXPENDITURES	\$4,525.00

PROJECTED SURPLUS - END OF FISCAL YEAR 1984-85 \$575.00

Zane Burleson made a motion that the proposed budget be adopted. The motion was seconded by Mary Largin and unanimously carried by oral vote.

COMMITTEE REPORTS:

Education Committee - Evelyn Phillips gave a summary of Certification Programs:

Number Participating	83
Number Graduating	13
Number New Participants	16

Twenty-nine took part in the First Advance Session.

Clerk's Chatter - Dan Tunmire is looking into the possibility of having the paper printed professionally.

Scrapbook Committee - Mignon Bowers requested members to send in their paper clippings.

Municipal Clerk Week - Velma Gober encouraged all to attend the big day in Gulf Shores on May 18th. A "Clerk of the Year" will be named from the following nominations:

1. Fred G. Mott
2. Dan Tunmire
3. Bettie Scott
4. James E. Wilson
5. Marilyn Grubbs
6. Ruby C. Neeley
7. Iris Evans
8. Dorothy Ashworth
9. Earline F. McKinley
10. Rebecca E. Lott

Constitution Review Committee - Barbara Baggett presented the following recommendations for consideration:

### ARTICLE III

#### MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization.

MEMBERSHIP CLASSES - VOTING RIGHTS. There shall be two classes of membership. That of the ACTIVE MEMBER and that of LIFE MEMBER. Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality. The name of a proposed life member shall be presented first to the Executive Board who will make a recommendation to the membership prior to the vote.

(This section previously read: "There shall be only one class of membership that of the active member".)

### ARTICLE IV

#### OFFICERS AND TERM OF OFFICE

2. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the elected officers and the Immediate Two Past Presidents. The Executive Committee shall conduct the routine business of the organization except for matters that require a vote of the general membership. The President shall serve as the Chairman of the Executive Committee.

(This section previously read: "The Executive Committee shall consist of the elected Officers, the Immediate Past President, and a number of Directors chosen as described in Section 3 below".)

### ARTICLE VI

#### MEETING

The fiscal and administrative year shall be effective June 1st each year.

(This addition to this section is in accordance with action taken at the April, 1982, meeting.)

A motion was made by Mary Largin to adopt the recommended changes to the Constitution as presented. The motion was seconded by Milton Stuckey and unanimously carried by oral vote.

PRESIDENT'S ANNUAL REPORT:

President Bettie Scott highlighted the events of 1983-84 as follows:

1. Clerk's Day at Noccalula Falls was hosted by Etowah County Clerks. Part of the activities included naming Martha Elrod "Clerk of the Week".
2. On May 18th, Gulf Shores will be the site for Clerk's Day and at that time a "Clerk of the Year" will be named.
3. AAMC had an increase in membership and CMC's now number 50 plus.
4. First advanced academy for CMC's was well attended.
5. There was a noted increase of activities in the various districts.

OLD BUSINESS:

Overall Finance Review Committee - Zane Burleson made the following recommendations:

1. ANNUAL DUES be increased from \$10.00 to \$20.00, due and payable by June 1, 1984.
2. AAMC PRESIDENT'S EXPENSES be paid by AAMC to attend the IIMC Convention. The committee leaned toward paying a set amount rather than open expenses; however, since the Alabama League Convention and IIMC Convention will have conflicting dates, the committee recommends the request be tabled.

Norma Willis made a motion to adopt the committee's recommendations. The motion was seconded by John Baker and unanimously carried by oral vote.

NEW BUSINESS:

IIMC District Meeting - Jack Bailey reported on the first District Meeting held in Atlanta. Approximately 18 people attended, representing 4 States. Also present was the IIMC President, Lyall Schwarzkopf.

Policy guidelines were discussed and a proposal was offered to amend the Constitution, changing the number of Vice-Presidents from 5 to 2. This would speed up the chain of process toward President by 3 years.

Certificates of Appreciation - President Bettie Scott presented certificates to all who had served in some position during her year as president.

District Chairpersons - The chairpersons who have been named for the following year are as follows:

<u>Dist. #</u>	<u>Name</u>	<u>Dist. #</u>	<u>Name</u>
2	Jean Rector (Millport)	9	Velma Gober (Wetumpka)
3	Willie Mae Dennis (Pelham)	11	Gail Busby (Decatur)
4	Jane Shockley (Heflin)	12	Betty Benson (Madison)
8	Dorothy Ashworth (Summerdale)	13	Marilyn Grubbs (Homewood)





11/15/84  
11/15/84

NOVEMBER 15, 1984

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the University of Alabama in Tuscaloosa on the above date. President Dan Tunmire presided and introduced members seated at the head table.

Mr. Tunmire recognized Ms. Iola Stone, President of International Institute of Municipal Clerks, who was present and also seated at the head table. Ms. Stone is Clerk-Treasurer of the City of Elberton, Georgia. She spoke to the group on activities of Region 3 of the Alabama Association and the International Institute.

Secretary Zane Burleson stated the minutes of the last meeting were distributed to each member through the "Clerk's Chatter". Jackson Bailey moved to adopt the minutes as written and distributed. The motion was seconded by Mary Potter and approved by the Association.

The secretary read a letter from L. P. Godin of Region 10 IIMC, Medicine Hat, Canada soliciting AAMC to endorse by Resolution a request to IIMC to bestow Honorary Membership upon Frank Byrne who is responsible for obtaining the 1985 IIMC Conference in Banff, Alberta.

Mr. Jackson Bailey, City of Birmingham, moved that the following resolution be adopted:

R E S O L U T I O N

WHEREAS, Mr. Frank L. Byrne, retired City Clerk of Calgary, Alberta, has been nominated for Honorary Membership in the International Institute of Municipal Clerks, and

WHEREAS, the outstanding contributions made by Mr. Byrne to the International Institute of Municipal Clerks have enhanced the professionalism of its members and are deserving of the highest recognition,

NOW, THEREFORE, BE IT RESOLVED that the Alabama Association of Municipal Clerks and Administrators does heartily endorse the nomination of Mr. Frank L. Byrne for election as an honorary member of the International Institute of Municipal Clerks.

ADOPTED by the members of the Alabama Association of Municipal Clerks and Administrators in Regular Session, this 15th day of November, 1984.

ATTEST:

\_\_\_\_\_  
Dan Tunmire, CMC  
President

\_\_\_\_\_  
Zane E. Burleson  
Secretary

The motion was seconded by Linda Vanden Bosch. After a voice vote, the President declared the motion carried and the resolution adopted.

The Treasurers Report was given by Velma Gober as follows:

Beginning Balance		\$4,596.56
Deposited		3,460.00
Interest	\$23.95	183.76
	55.01	<u>\$8,240.32</u>
	53.50	
Interest W.H.	10.70	
	62.00	

EXPENSES:

Printing	\$433.68	
Receipt Book	2.73	
Sheraton	27.07	
Dan	28.52	<u>492.00</u>

\$7,748.32

REPORTS

Sarah Mays, Editor of Clerk's Chatter, requested more participation from the Districts in submitting news items for the Chatter. She also needs list of new clerks to update mailing list.

Evelyn Phillips, Fairhope, reported for Education Committee stating it was a good year in Certification Training. The Certification Institute met in March with 32 pupils and three graduates. A second session was held in August with 29 pupils and seven graduates. The first Advanced Institute (following completion of CMC or completion of the six sessions of the Training Institute) was held in March with 29 enrolled.

The next Training Institute will be February 17, 19, & 20, 1985; the Advanced Institute will be March 5, 6, and 7. Brochures were made available to clerks interested in certification training.

Carolyn Harris, Creola, reported for the Scrapbook Committee, and requested the districts to submit newspaper articles about city clerks to her for inclusion in the scrapbook. The scrapbook will be available for review at the League Convention in Montgomery in the spring.

Gail Busbey reported for the Brochure Committee stating this committee was appointed for the purpose of compiling an information brochure on the Alabama Association of Municipal Clerks & Administrators. The brochure will explain the Association's purposes, the programs available, and also serve as an application for membership in the Association. It is anticipated that the brochure will be completed and available to the membership in the near future.

Mignon Bowers, reporting for the Membership Committee, encouraged all district directors to continue their efforts to contact each clerk in their respective district. She reminded all present that membership is a continuing process and we all should be ever mindful to encourage new membership.

#### MUNICIPAL CLERKS' WEEK

It has been tentatively decided that the Municipal Clerks' Week celebration in May, 1985 will be at Guntersville on Lake Guntersville. All the details are not complete at this time but information will be forthcoming.


#### DISTRICT 3 IIMC MEETING

Applications and information on this meeting to be held in Orlando is available to anyone interested in attending. District 3 consists of Alabama, Florida, Georgia, South Carolina and North Carolina.

#### RECOGNITION

Certificates were presented to the following for attending five sessions of the AAMCA: Diane Barnett, Gail Busbey, Marilyn Grubbs, Dorothy Lee, Peggy Lee, Frank Little, Thomas Luke, Jerry O'Neal, Barbara Partain, Sue Price, Dan Tunmire, Bertha Wilkins, Johnny Wyers, and Iola S. Stone.

There being no further business, the meeting was adjourned.

  
Zane E. Burleson  
Secretary

MAY 21, 1985  
 Clerks' Meeting at the  
 Alabama League of Municipalities Convention

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held on the above date at a breakfast meeting held at the Civic Center in Montgomery, Alabama.

President Dan Tunmire, Hueytown, presided and Bettie Scott, Pell City, offered the invocation.

The president introduced the following guests seated at the head table:

Martha Elrod, Association Vice-President, Clerk of Gadsden; Zane Burlison, Association Secretary; Clerk of Opelika; Velma Gober, Association Treasurer, Clerk of Wetumpka; Past Presidents: Bettie Scott, Pell City, Carolyn Mazingo, currently of Montgomery, Willie Mae Dennis, Pelham, who retired this fall; and Mayor Steve Means, City of Gadsden.

Dan Tunmire expressed appreciation to AmSouth Bank for sponsoring the second annual breakfast and Mr. John Baker, Clerk of the City of Montgomery, presented a plaque of appreciation to Mr. Lloyd Adams, officer of AmSouth, Montgomery.

REPORTS

Secretary Zane Burlison stated minutes of the last meeting were distributed to members through the Clerks' Chatter and moved to approve them as written. The motion was seconded and unanimously approved by the Association.

Treasurer Velma Gober presented the following Treasurer's report:

Beginning Balance		\$4,596.56
Income:		
Interest	\$ 481.02	
Dues	3840.00	
Pins	140.00	
Other	850.00	
AmSouth	600.00	
	\$5911.02	\$10507.58
Expenses:		
Receipt Book	\$ 2.73	
Sheraton	27.07	
Ramada Inn	43.14	
Gift-League	27.45	
Dan Tunmire	28.52	
Printing/Postage	835.57	
Other	1000.00	
	\$ 1971.68	
Ending Balance as of May 21, 1985		\$ 8535.90

A resolution, sponsored by the Association officers and past presidents, was introduced and read in full by Earl Tisdale in recognition of Dr. L. Franklin Blitz' retirement as Professor of Political Science at the University of Alabama.

Mr. Tisdale moved to adopt the resolution. The motion was seconded and unanimously approved by the Association. (A copy of the resolution is made part of the minutes).

Dr. Blitz was presented an original bound copy of the resolution after which he expressed his appreciation for the privilege of working with the Association.

Further tribute was paid to Dr. Blitz by the City Council of Andalusia, a gift from District 8 presented by Diane Barnett, and a letter from Mayor Gordon of Hueytown.

#### COMMITTEE REPORTS WERE PRESENTED AS FOLLOWS:

Bettie Scott, Chairperson for "Municipal Clerk of the Year", announced that the 1985 Clerk of the Year is Dr. Frank Blitz.

Education Committee Chairperson Evelyn Phillips stated there were 28 members enrolled in the advanced class last year; 32 were enrolled in the Summer Institute with 6 graduates; the February class had 29 enrolled with 4 graduates and 11 new members. Ms. Geri Stone of the University of Alabama will succeed Dr. Blitz in the training program.

Nominating Committee Chairperson Barbara Baggette presented the slate of officers for 1985-86 as follows and moved that they be elected.

Martha Elrod - President  
Zane Burleson - Vice President  
Velma Gober - Secretary  
Evelyn Phillips - Treasurer

The motion was seconded by Grady Ellison and unanimously approved by the Association.

President Dan Tunmire expressed appreciation to all members for the cooperation and assistance he had received during his term as President of the Association. He called on Steve Means, Mayor of the City of Gadsden and President of the League of Municipalities, to install the 1985-86 officers.

The new President, Martha Elrod, assumed the Chair and presented a Plaque of Appreciation to Dan Tunmire for his service to the Association. Dan stated that all standing committees were hereby dissolved and Martha Elrod proceeded to appoint new committees as follows:

Brochure Committee - This committee was reinstated since the project was not completed. Members are: Gail Busbey, Chairperson, Judy Flipppo, Barbara Baggette, Jane Phillips, and Earl Tisdale, Advisor

Education Committee - Linda Vanden Bosch, Chairperson; Don Howell, Sharon Davis, Britt Thomas; Carolyn Thomas, Jackie Ulreach, Mignon Bowers, Gary Bean.

Clerks' Day will be chaired by Lena Kennamen, Guntersville and Gail Duffey, Scottsboro. Clerks' Day will be celebrated next year in Guntersville on May 3. Contact the city clerk of Guntersville (582-2021) for room reservations if you plan to spend the night.

Clerk of the Year will be chaired by Barbara Baggette.

Scrapbook - Sue Price of Southside and Dot Lee of Rainbow City

Clerks' Chatter - Dan Tunmire, Editor

Special Projects:

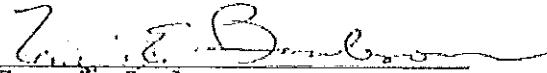
Clerks' Cookbook - Betty Benson, Madison and Carolyn Harris, Creola, Co-chairman.

District Chairmen:

- District 1: - Barbara Partain
- 2 - Sharon Davis
- 3 - Gladys Prentice
- 4 - Carl Cole
- 5 - Doris Roten
- 6 -
- 7 - Roland Carter
- 8 - Merle Shambo
- 9 - Ruby Kennedy
- 10 - Linda Hamby
- 11 - Gail Duffey
- 12 - Mignon Bowers
- 13 - Thelma Moon

This year Vice-President Zane Burleson will serve as Chairman of District Chairmen.

There being no further business to come before the Association, the meeting was adjourned.

  
Zane E. Burleson  
Secretary

ALABAMA ASSOCIATION of  
MUNICIPAL CLERKS and  
ADMINISTRATORS

RESOLUTION



WHEREAS, Doctor L. Franklin Blitz is retiring from his position as Professor of Political Science and Associate Director of the Center for Administrative and Policy Studies at the University of Alabama, and,

WHEREAS, Doctor Blitz initiated an Annual Management Training Institute for Municipal Clerks at the University in 1966 and has planned and conducted the Institute each year since that date, and, additionally, has conducted special Training Courses for Municipal Clerks at each Annual Convention of the Alabama League of Municipalities, and,

WHEREAS, Doctor Blitz encouraged and assisted Municipal Clerks in the founding of the Alabama Association of Municipal Clerks and Administrators in 1970 and has served continuously as Friend and Advisor to the Association, and,

WHEREAS, Doctor Blitz worked diligently with the Association to establish a Certified Municipal Clerk Training Program accredited by the International Institute of Municipal Clerks and he personally wrote the curricula for the Programs and has conducted each session since the beginning of the Basic Program in 1979 and the Advanced Education Institute in 1984, and,

WHEREAS, Doctor Blitz has constantly demonstrated outstanding knowledge of municipal administration and management, exemplary ability as a teacher, and unusual wisdom as a consultant, and has endeared himself to all Municipal Clerks and Administrators by his interest in their work, his many visits to municipalities in the State, his willingness to assist with problem at any time, his sage advice, his infectious humor, and his sincere friendship,

NOW, THEREFORE, BE IT RESOLVED that the members of the Alabama Association of Municipal Clerks and Administrators extend to Doctor Blitz their profound appreciation for his many years of devoted service and their heartfelt wishes for his continued health, happiness, and prosperity in retirement, and,

BE IT FURTHER RESOLVED that Doctor L. Franklin Blitz be, and he hereby is, elected and proclaimed an HONORARY MEMBER IN PERPETUITY of the Alabama Association of Municipal Clerks and Administrators, and,

BE IT FURTHER RESOLVED that this Resolution be presented to Doctor Blitz and be spread upon the minutes of the Association, and that copies be furnished to the President of the University of Alabama and to the news media.

ADOPTED by the Alabama Association of Municipal Clerks and Administrators in congress assembled at Montgomery, Alabama, this 21st day of May, 1985.

*Dan Tunmire*  
DAN TUNMIRE, CMC  
President

*Martha Elrod*  
MARTHA ELROD, CMC  
Vice President

*Zane E. Burleson*  
ZANE BURLESON  
Secretary

*Velma Gober*  
VELMA GOBER, CMC  
Treasurer

*Bud Porch*  
BUD PORCH  
Past President

*Mary Potter*  
MARY POTTER, CMC  
Past President

*Earl Tisdale*  
EARL TISDALE, CMC  
Past President

*Barbara Baggett*  
BARBARA BAGGETTE, CMC  
Past President

*Carolyn Mozingo*  
CAROLYN MOZINGO, CMC  
Past President

*Norma Willis*  
NORMA WILLIS  
Past President

*Bettie Scott*  
BETTIE SCOTT, CMC  
Past President



November 15, 1985  
Birmingham, Alabama

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Sheraton Perimeter, Birmingham, Alabama at a luncheon meeting this date. President Martha Elrod presided.

President Elrod introduced the officers and recognized Mary Largin with a 10 year certificate.

Minutes of the last meeting had been sent out by Zane Burleson, Secretary. John Baker offered a motion that the minutes be approved as circulated. Motion was seconded by Bobbie Baggett. On voice vote the motion carried.

Evelyn Phillips, Treasurer, submitted the following report:

Balance at last report, 21 May 1985:		\$8,535.90
Income:		
Blitz Fund	\$985.00	
Interest	106.34	
Refund (Bal of Plaque Fd)	42.60	
Dues	2,380.00	\$3,513.94
Total Funds:		\$12,049.84

Expenses:

(Convention expenses paid by V. Gober)		
Blitz Gift	\$1,000.00	
Printing, Plaques, Food		
Postage	932.72	
Printing	340.28	
Bank Endorsement Stamp	14.04	
Postage	332.18	2,639.22

FUNDS ON HAND, 12 NOVEMBER 1985                   \$9,410.62

Norb Ostrye offered a motion that the report be approved. Motion was seconded by Ruby Kennedy. On voice vote the motion carried.

Twenty new members were introduced.

Zane Burleson gave a report on District Director's.

Sue Price gave a report on the scrapbook.

Mary Largin suggested a picture directory for the association. President Elrod appointed Mary Largin, Chairman of a committee for picture directory.

Betty Benson gave a report on the Cookbook Committee. She asked that recipes be sent to her and stories for sale of it to the book.

Dan Lunnire gave a report on the Parental Fund. Parental must be sent to Dan by 15th of each month. The next month's

chatter.

Gail Busby gave a report from the Brochure Committee.

Jack Bailey reported on IIMC. Jack serves on IIMC Board of Directors.

Linda Vandenbosch gave a report from the Education Committee. CMC meeting will be February 17-19 and Advanced Education meeting will be March 3-5.

Linda introduced the Education Committee to the group. John Baker commended the President and Education Committee on organizing a very good program.

Clerk's Day is May 3rd at Guntersville State Park. Discussion was opened to the floor for selection of City Clerk of the Year. After very lengthy discussion, Earl Tisdale offered a motion that each district select a nominee and send to the Clerk of the Year Committee along with a resume. Motion was seconded by Norb Ostrye and upon voice vote the motion carried.

President Elrod dissolved the previous Nominating Committee and appointed a new one as follows: Robbie Baggett, Chairman, Dan Tunmire, Frances Parrish, Britt Thomas.

President Elrod gave a President's report.

There was no new business.

The following five year certificates were presented:

Mignon Bowers	Roland Carter
Dianne Elliott	Betty Marbut
Sheila Miller	Frances Parrish
Kathleen Reeves	Jimmie Lou Stone
James Trimm	Linda VandenBosch
Joyce Wade	

The following ten year certificates were presented:

Mary Owen Brisker	Martha Elrod
Velma Gober	Dot Henry
Mary Largin	

The following fifteen year certificate was presented:

Mabel Poindexter

Honorable mention for 19 years attendance was Gladys Prentice and Bettie Scott.

There being no further business, on motion duly seconded, the meeting was adjourned.

Respectively submitted,

Velma N. Gober, Secretary

May 20, 1986  
Mobile, Alabama

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Riverview Plaza, Mobile, Alabama at a breakfast meeting this date.

President Martha Elrod presided.

President Elrod introduced the head table and guests. She also recognized the past Presidents of AAMCA.

Minutes of the last meeting were made available to the group. Norb Ostrye offered a motion that the minutes be approved as presented. Motion was seconded by Roland Carter and upon voice vote the motion carried.

Betty Benson gave a report on the cookbook.

Sue Price Overstreet gave a report on the scrapbook.

President Elrod introduced the Chairman of each district.

Thelma Moon gave a report on IIMC happenings. Birmingham has been selected for a regional meeting in January 1987. AAMCA will host this meeting.

The following report was submitted by Treasurer:

Balance at last report, November 12, 1985		\$9,410.62	
Income:			
Sponsors, Nov Meeting	\$3,550.00		
Interest	217.74		
Pins	40.00		
Dues	1,620.00	\$5,427.74	
Total Funds:			\$14,838.36
Expenses:			
Nov Meeting	\$3,170.30		
League Xmas Gift	24.52		
Letterheads	20.00		
Plaques "Past President			
Clerk of the Year	177.34		
CHATTER Postage & Permit	386.22	\$ 3,778.38	
Funds on Hand May 20, 1986			\$11,059.98

Lena Kennemer gave a report on Clerk's Day at Guntersville.

President Elrod gave a report on the year and made a few comments to the group.

As Chairman of the Nominating Committee, Dan Tunmire submitted the following nominations for 1986-87:

Zane Burlison, Opelika	President
Velma Gober, Wetumpka	Vice President
Evelyn Phillips, Fairhope	Secretary
Dan Howell, Guli Shores	Treasurer

Mary Potter offered a motion that the nominations be closed. Motion was seconded by John Baker and by a show of hands, the motion carried.

Mayor Huling of Opelika installed the new officers.

President Burlison pinned the past President with a President's pin.

President Burlison presented Past President Elrod with a beautiful needlework President's Plaque done by Bettie Scott, Pell City.

President Burlison dissolved all committees.

Velma Gober, Vice President, was appointed as Chairperson of District Directors.

Dan Tunmire was appointed Editor of Clerk's Chatter on a temporary basis.

President Burlison requested that anyone wishing to serve on a committee to please let him know. The committees will be published in Clerk's Chatter.

Betty Benson was appointed as Chairman of Cookbook.

Sue Price Overstreet was appointed as Chairman of the Scrapbook Committee.

New District Chairmen as follows:

Brenda Holmes District 12  
Thelma Moon District 13  
Dianne Barnett District 8  
Mignon Bowers District 12

Mary Potter offered a motion that the Association pay postage for letter on the scrapbook. Motion was seconded and received unanimous vote.

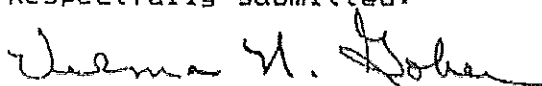
Thelma Moon recommended that the Association appropriate funds to help host IIMC in January.

Betty Benson offered a motion that the Association support Jack Bailey in whatever appropriation he needs for the occasion. Motion was seconded by Martha Elrod with the group vote unanimous.

President Burleson expressed his appreciation to the Association and to the Clerks and guests.

Upon motion made by Norb Ostrye, meeting adjourned.

Respectfully submitted:



Velma N. Gober, Secretary

21 November 1986  
Birmingham, Alabama

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Sheraton Perimeter, Birmingham, Alabama, at a luncheon meeting this date. President Zane Burleson presided.

President Burleson introduced the officers and Past Presidents Martha Elrod and Dan Tunmire. He also commended the Education Committee and their helpers on the well-planned and informative meeting.

Minutes of the last meeting had been made available by then Secretary Velma Gober. John Baker offered a motion that minutes be approved. Seconded by Mary Potter, motion carried.

Treasurer Don Howell announced that he did not have a Treasury Report ready but would make a full report at the next session. There is currently \$10,195.00 in the treasury at 31 October 1986.

Treasurer Howell presented the following 1986-1987 Budget for members consideration:

INCOME:		
Dues	\$ 4,000	
Pin Sales	100	
Interest	360	
Cookbooks	<u>3,000</u>	
Total Income		\$ 7,460
EXPENSE:		
IIMC Regional Mtg	\$ 1,000	
Cookbook Costs	3,325	
Printing/Postage	1,200	
Plaques	200	
Miscellaneous	<u>500</u>	
Total Expense		<u>6,225</u>
SURPLUS		<u>\$ 1,235</u>

Roland Carter moved to adopt Budget as presented. Seconded by Mary Potter, motion carried.

Jack Bailey reported on the plans for the IIMC Regional Meeting scheduled to be held at the Winfrey Hotel in Birmingham on January 8th and 9th, 1987. Helping Jack to plan this meeting are all the Jefferson County Clerks plus Mignon Bowers, Martha Elrod, and Earl Tisdale. Alabama is the host for the meeting. Jack advised that cost estimates are about \$7,200 and, to date, sponsors' commitments total only \$4,700...leaving a deficit of \$2,500. Jack and Mignon believe more sponsor funds will be committed; however, Jack requested the membership take a vote on underwriting the deficit even though only \$1,000 had been appropriated in the budget. After some discussion, Mary Potter moved that the budget appropriation be increased to \$2,000. Seconded by Roland Carter, motion carried.

Vice-President Velma Gober reported that she had visited, or would be visiting, the following District Meetings: District 7, District 8, District 12, and District 19.

Cookbook Chairman Betty Benson reported Cookbooks available. The books are to be sold for \$10.00 each. Betty said Clerks may take as many books as they feel they can sell and send the revenue to Treasurer Don Howell. A few of the books contain some errors...if you discover a problem, contact Don and the book will be replaced.

President Burlson announced the CLERK'S CHATTER would be edited and published by Richard Smith of Mobile, replacing Temporary Editor & Publisher Dan Tunmire. Dan has done an outstanding job for us since the CHATTER began but expressed his desire to be released from this responsibility as soon as another Editor could be obtained. Richard asked for support and contributions of news items from all.

Scrapbook Chairman Sue Overstreet advised that scrapbooks were available for viewing after the meeting. Sue asked that all Clerks send her a small photo of themselves and their birthdates.

Roland Carter and Linda Hamlon reported that plans were taking shape for Clerk's Day next May. The location is Lakepoint, an Alabama State Park in Eufaula. Date will be announced as soon as possible.

President Burleson announced the following "Clerk of the Year" Committee:

- Ruby Neely, Chairman
- Harold Gordon
- Gladys Prentice
- Richard Smith
- Gail Busby

Linda Vanden Bosch, Education Committee, asked that consideration be given to having the next November meeting held in Birmingham. Tommy Pow reported that the new Bryant Center in Tuscaloosa would not be ready in November, 1987, but should be ready by the first of 1988. Much discussion continued until Mary Potter moved to dispense with the discussion because it was premature. Seconded by John Baker, motion carried.

Mary Potter offered a motion that former Daphne City Clerk Barbara Ann Baggette be declared a Life Time Member. Seconded by Martha Elrod, motion carried.

Tommy Pow, University of Alabama Continuing Studies Program Manager, presented the following attendance certificates:

For 5 years: Hazel Brownlee, Zane Burleson, Alice Cotten, Sharon Davis, Judy Flippo, Shiela Kennedy, Louise Day.

For 10 years: Dorothy Ashworth, Hugh Mitchell, Alice Vandiver.

For 15 years: Jack Bailey, Harold Gordon.

For 20 years: Barbara Ann Baggette, Bettie Scott, Gladys Prentice

There being no further business, on motion duly seconded, the meeting was adjourned.

Respectfully submitted,

*Evelyn P. Phillips*  
Evelyn P. Phillips, Secretary



19 May 1987  
Huntsville, Alabama

The regular business meeting of the Alabama Association of Municipal Clerks and Administrators was held at the Huntsville Civic Center at a breakfast meeting this date.

President Zane Burleson presided. New members were recognized and welcomed.

Minutes of the last meeting had been published and made available to the membership in the CLERKS CHATTER prior to the meeting. Mary Potter moved to approve the minutes. Seconded by Mary Largin, motion carried.

Treasurer Don Howell advised there was \$9,576.00 in the treasury as of this date and an itemized report would be sent to the CHATTER for publication as soon as final expenses were reported to him. Mr. Howell presented the following 1987-1988 Budget for consideration:

A.A.M.C.A.		
BUDGET		
<u>1 JUNE 1987 - 31 MAY 1988</u>		
Income:	Membership Dues	\$ 4,000.00
	Pin Sales	200.00
	Cookbooks	2,000.00
	Interest	300.00
		<u>\$ 6,500.00</u>
Expense:	CLERKS CHATTER	\$ 1,350.00
	Plaques & Printing	200.00
	Officers & Board Expenses	750.00
	IIMC Education Fund	200.00
	Annual Meeting Expenses	1,000.00
	Reserve Fund	1,000.00
	Miscellaneous	500.00
		<u>\$ 5,000.00</u>
Surplus		<u>\$ 1,500.00</u>

Hugh Mitchell moved to accept the above budget. Seconded by Martha Elrod, motion carried.

President Burleson advised that steps to incorporate the Association as a non-profit organization are under way.

President Burleson advised Education Committee Chairman Linda Vanden Bosch was representing the Association at the IIMC convention in Texas and was not present to give a report for the Committee. President Burleson commended the outstanding job Linda and her committee did this year.

Richard Smith, Editor & Publisher of the CLERKS CHATTER, reported he needs more input from everyone for the newspaper.

Linda Hamlon and Roland Carter reported on a really great Clerk's Day held May 9th at the State Park in Eufaula. Much fun and fellowship was the order of the day and congratulations came from all around to Saraland's CMC: MARY POTTER---this year's selection for the Clerk of The Year Award.

Sue Overstreet reported good response to her Scrapbook Committee's plea for items of interest and asked for everyone to send a snapshot of themselves with the month and date of their birth on the back. Everyone is enjoying Sue's Birthday column in the CHATTER.

Betty Benson was not present to report on the Cookbooks but everyone was asked to send in their receipts as soon as possible and order another batch of books to sell.

President Burleson gave a report on the year, made a few comments of appreciation to fellow officers and committees, and gave out certificates of appreciation to District Directors.

As chairman of the Nominating Committee, Martha Elrod gave the following slate of nominees for the new year's Officers:

President	-	Velma Gober
Vice President	-	Evelyn Phillips
Secretary	-	Don Howell
Treasurer	-	Linda Vanden Bosch

President Burleson asked if there were any other nominees. Richard Smith nominated John Baker for the office of Treasurer, offering comments on John's past record and qualifications for the office. There being no other nominations, Roland Carter moved the nominations be closed. Seconded by Carolyn Thomas, motion carried.

Mary Potter moved for the election of the unopposed Officers. Seconded by Carol Harris, motion carried.

Martha Elrod was asked to give a few comments on her Committee's

nominee for Treasurer, Linda Vanden Bosch. Roland Carter then offered a motion to select the Treasurer by secret ballot. Seconded by Carol Harris, motion carried.

President Burleson appointed Past Presidents Mary Potter and Bettie Scott to collect and count the ballots and report the results. Vote qualifications were checked and verified to be 55. John Baker was elected to the office of Treasurer by the following vote: John - 34, Linda - 20, and 1 abstention.

President Burleson made a few closing remarks and introduced Mayor Jeanette Barrett of Wetumpka who administered the oath of office to the new Officers.

President Burleson dissolved all committees and presented the gavel to the new President, Velma Gober.

President Gober made a brief opening statement and thanked Zane for an outstanding year. She then appointed the following committees for the new year:

Education & Planning

G. Busby-Decatur-Chairman  
 A. Vandiver-Phil Campbell  
 H. Gordon-Alexander City  
 K. Wright-Russellville  
 R. Carter-Andalusia  
 L. Hamby-Lanett  
 T. Langham-Bay Minette  
 V. Gober-Wetumpka  
 B. Phillips-Fairhope  
 D. Howell-Gulf Shore  
 J. Baker-Montgomery  
 Dr. Tommy Pow-University of Alabama

Membership

L. VandenBosch-Greenville-Chairman  
 M. Elrod-Gadsden

Scrapbook

S. Price-Southside

Cookbooks

B. Benson-Madison

Picture Directory

M. Largin-Columbiana-Chairman  
 M. Barnett-Mount Vernon  
 G. Duffey-Scottsboro

Legislative

G. Prontice-Leeds-Chairman  
 S. Eason-Florence  
 S. Mayes-Pleasant Grove  
 D. Howell-Gulf Shores

CLERKS CHATTER

R. Smith-Mobile  
 G. Morgan-Mobile

Clerks' Day

S. Eason-Florence-Chairman  
 B. Benson-Madison  
 R. Neely-Huntsville  
 M. Bowers-Athens

Clerk of the Year

M. Potter-Saraland-Chairman  
 D. Lee-Rainbow City  
 J. Flippo-Graysville  
 C. Thomas-Marion

Budget

B. Thomas-Brundidge-Chairman  
 P. Barnes-Aliceville  
 E. Phillips-Fairhope  
 R. Kennedy-Prattville  
 J. Baker-Montgomery

Finance

Z. Burleson-Opelika-Chairman  
 D. Roten-Union Springs  
 D. Barnett-Citronelle  
 C. Harris-Creola

President Gober also announced the following District Directors. Vice President Evelyn Phillips will serve as Chairman of the District Directors.


District	
1	Barbara Partain-Hamilton
2	Sharon Davis-Greensboro
3	Frances Parrish-Helena
4	Brenda Holmes-Oxford
5	Linda VandenBosch-Greenville*
6	Cheryl Fultz-Linden
7	D. M. English-Elba
8	Eleanor Byrd-Silverhill
9	John Baker-Montgomery
10	Linda Hamby-Lanett
11	Gail Busby-Decatur
12	Gail Duffey-Scottsboro
13	Thelma Moon-Vestavia

\*It was later announced in the CLERKS CHATTER that Britt Thomas of Brundidge will serve as Director for District 5.

There was a brief discussion about the Reserve Fund in the new Budget. This fund is being set up as seed money for a future Scholarship Fund which will be awarded to deserving young college students who plan to pursue a career as City Clerks and/or Administrators on the municipal level.

There being no further business, meeting was duly adjourned.

Respectfully submitted,

  
Evelyn P. Phillips, CMC  
Secretary

MINUTES OF THE  
TWENTY-SECOND ANNUAL MEETING  
OF THE ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS

NOVEMBER 20, 1987

The twenty-second annual meeting of the Alabama Association of Municipal Clerks and Administrators was held in Birmingham, Alabama, on November 20, 1987.

The meeting was called to order by President Thelma Gober at 12:45 p.m. Tommy Pow presented Certificates of Attendance to the following individuals:

5 YEARS

Jo Bates  
Betty Benson  
Rubye Kennedy  
Delma Lee  
Judy Livingston  
Mary Lee Reynolds  
Carolyn Thomas  
Patricia Wambles

10 YEARS

Gail Duffey  
Carolyn H. Finley  
Lois Hicks  
Don E. Howell  
Thelma R. Moon  
Ruby C. Neeley  
Evelyn P. Phillips  
Eleanor M. Shelton  
Britt Thomas

15 YEARS

Carl W. Cole  
Alta Jean McQueen  
Sara A. Mays

Dr. Pow then presented service awards to Zane Burlison, Past President, and Linda Vanden Bosch, Education Committee Chairperson.

Minutes of the May 19, 1987, meeting had been published previously in the "Clerk's Chatter" and made available to the membership prior to this meeting. Marilyn Grubbs moved to approve the minutes; seconded by Mary Potter; and the vote in favor of the motion was unanimous.

Treasurer John Baker submitted the following Treasurer's Report:

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS

NOVEMBER 20, 1987

Funds Transferred:

Gulf Shores Acct.	\$11,940.87	
Clerk's Day Acct.	<u>1,159.86</u>	
		<u>\$13,100.73</u>

Income:			
	Sponsors, Nov. Meeting	2,200.00	
	Dues	2,780.00	
	Interest	<u>150.91</u>	
			<u>5,130.91</u>
Total Funds			<u>18,231.64</u>
Expenses:			
	Chatter Postage	290.00	
	Plaque, Past President	33.94	
	Flower, Frank Little	29.70	
	Officer's Travel	663.34	
	Committee Meeting	171.09	
	Postage Treasures	22.00	
	Receipt Book Treasures	<u>11.97</u>	
			<u>1,221.58</u>
Funds Balance			<u>17,010.06</u>

Mary Potter moved to approve the report as submitted; seconded by Dan Tunmire; and the vote in favor of the motion was unanimous.

Gail Busby, Education and Planning Committee, gave the meeting's attendance report and a report on the number of Clerks who recently completed certification training.

Glenda Morgan gave a report on the "Clerk's Chatter".

Mary Potter reported for the "Clerk of the Year" Committee, and stated she had sent inquiries to each District Director requesting one nomination from each District, and asking that these be submitted to the Committee by April 1, 1988.

Martha Elrod, Membership Committee, reported that the organization has 243 members to date.

Sue Price, Scrapbook Committee, made a plea for more material to be inserted in the scrapbook. She asked that the members send pictures with information noted on back, and she also needs birth dates.

Betty Benson, Cookbook Committee, reported that quite a few books have been sold. She reminded the members that this is a good product, and we still have books to sell.

Steve Eason and Ruby Neely, Clerk's Day Committee, proposed that the Northwest area of the state be selected for the May 1988 Clerk's Day, and further that the Clerks' activities be held on Friday before the League Meeting and ending by noon on Saturday. This would allow time to get to the League meeting by Saturday P. M. A showing of hands indicated a division among the members as to acceptance of the proposal. It was agreed that the Committee would make the decision.

Mr. Jack Bailey, IIMC Committee Representative, briefed the members on the benefits of membership in the IIMC and pointed out the educational and certification training programs which are available. He also explained the application process for those who would like to attend and might be unable to afford the cost.

Mr. Bailey announced his candidacy for Second Vice-President from Region 3, the election to be held at the Annual Meeting in Spokane, Washington. He urged members to attend the Regional Meeting in Atlanta for a show of support, and especially urged attendance in Spokane.

The following Resolution was read and introduced by Dan Tunmire:

ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS

RESOLUTION

WHEREAS, Jackson B. Bailey, CMC, AAE has served as City Clerk of Birmingham Alabama since 1968, following periods of service with the City as a planner with the Community Development Department and as Administrative Assistant to the City Council; and

WHEREAS, he is a charter member of the Alabama Association of Municipal Clerks and Administrators having served as Chairman of the Education Committee and providing leadership in developing the Certification Program for Municipal Clerks in conjunction with the University of Alabama; and

WHEREAS, Mr. Bailey has been a member of the International Institute of Municipal Clerks since 1968 and has attended all the annual conferences, serving as moderator and panel member at seminars and workshops, served as State Membership Chairman, member of the IIMC Education Committee, Academy Committee, Goals Steering Committee, and the Agenda and Internal Rules of Council Committee; and

WHEREAS, he was elected to the IIMC Board of Directors from 1974 to 1977, appointed by the Board to fill an unexpired term in 1980 and re-elected to the Board of Directors from 1984 to 1986, attending all Board meetings during his tenures in office; and

WHEREAS, the members of the Alabama Association of Municipal Clerks and Administrators have full confidence and trust in Mr. Bailey's ability to serve in an outstanding manner as Second Vice President of the International Institute of Municipal Clerks and to work for the best interests of all members of IIMC; now therefore

BE IT RESOLVED that the Alabama Association of Municipal Clerks and Administrators hereby endorses and supports Jackson B. Bailey, CMC, AAE as the nominee from Region III as Second Vice-President of the International Institute of Municipal Clerks.

Adopted this the 20th day of November assembled in official session at Birmingham, Alabama.

Don Howell, Secretary

Velma Gober, President



The motion to adopt the Resolution was seconded by Mary Potter; and upon the vote, passed unanimously.

President Gober made several comments, urging full support for Jack's candidacy.

Mr. Earl Tisdale was recognized and provided an explanation of the election process, the size of the organization, and the worldwide campaigning that goes on for I.I.M.C. office. He further stated that this is the first time someone from Alabama has been a candidate, and he urged members to attend the meeting in Spokane. No absentee ballots will be allowed.

Earl further stated that the campaign is an expensive one because of such things as postage, brochures, entertainment, and attendance at regional meetings to gather support. He requested that the Association make funding available up to \$2,000 for campaign expenses. Discussion was held.

Earl Tisdale then moved to authorize the Treasurer to disburse funds as needed up to \$2,000. The motion was seconded by Martha Elrod.

Following considerable discussion, John Newberry offered an amendment to the previous motion to increase the amount to \$4,000. Earl Tisdale accepted the amendment.

The amended motion was then seconded by Martha Elrod, and in further discussion Zane Burleson expressed support for the \$4,000 amount. Upon the question, the motion to amend the original motion carried unanimously.

President Gober then re-stated the motion, as amended, and upon the question, the vote in favor of the motion was unanimous.

Jack Bailey expressed his thanks for the members' support.

Evelyn Phillips, Vice President, reported on her attendance at District Meetings across the State, and the valuable experience which this provided. She stressed the importance of the active Districts who are the backbone of the organization. Ms. Phillips recognized the Chairman of each District.

Zane Burleson, Finance Committee, presented the following report regarding structure of dues, and explained that the proposed schedule is a more equitable one and will conform to the State and National organization's dues structure, since it is based on population. Mr. Burleson recommended that the new schedule be adopted. Marilyn Grubbs moved for the adoption of the new schedule; seconded by Gladys Prentice; and upon the vote of members present, the motion carried.

Gail Duffey gave a report on pictures for the directory, and reminded members that they have only five weeks to send in a black and white photograph to appear in the directory.

Gladys Prentice, Legislative Committee, stated that her committee is considering possible changes in election procedure, and that additional study is needed. She gave the background and an explanation of By-Laws and the procedures for elections, which was followed by a general discussion.

Gladys Prentice moved to amend Article 4 - Officers and Term of Office, to provide that elections be held at the annual Municipal Management Training Institute in November, and further that the current officers continue to serve until the election in November 1988; seconded by Marilyn Grubbs, and the vote of the members was unanimously in favor of the motion.

President Gober recognized the new members in the Association, and also gave recognition and thanks to committee members and sponsors. She reminded the members present of the I.I.M.C. Regional Meeting in Atlanta, and of the importance of their support for Jack Bailey.

Betty Benson moved to give Jack half of the remaining cookbooks to hand out as gifts during his campaigning; seconded by Frances Parrish; and the motion carried unanimously.

President Gober then commented on the work of the members and committees and commended Tommy Pow for his work toward this Conference.

There being no further business, President Gober declared the meeting adjourned.

  
\_\_\_\_\_  
Don E. Howell, Secretary

MINUTES OF THE  
 TWENTY-THIRD ANNUAL MEETING  
 OF THE ALABAMA ASSOCIATION OF MUNICIPAL  
 CLERKS AND ADMINISTRATORS  
 MAY 24, 1988

The twenty-third annual meeting of the Alabama Association of Municipal Clerks and Administrators was held in Birmingham, Alabama on May 24, 1988, in conjunction with the Alabama League of Municipalities Annual Convention.

President Velma Gober opened the meeting at 3:00 P. M. with congratulatory remarks to the City Clerks for their presentation on elections, then called the meeting to order.

Ms. Gober announced that the minutes of the 22nd Annual Meeting of the Association had been published in the "Clerk's Chatter." Whereupon, Dan Tunmire moved for the adoption of the minutes as presented; seconded by Mary Potter; and the vote in favor of the motion was unanimous.

John Baker then submitted the following Treasurer's Report and briefly reviewed the report:

ALABAMA ASSOCIATION OF MUNICIPAL  
 CLERKS AND ADMINISTRATORS

May 24, 1988

Balance at Last Report		
20 November 87		\$17,010.06
Income:		
Sponsors, Nov. Meeting	\$ 800.00	
Dues	1,630.00	
Interest	493.53	
Cook Books	280.00	
Pins	30.00	
		3,233.53
Expenses:		
Chatter Postage	429.60	
Officers Travel	165.39	
Treasurer Brief Case	41.03	
Univ. of Ala., Nov. Meeting	2,700.00	
Band, Nov. Meeting	900.00	
IIMC Education Foundation	200.00	
Flowers	29.70	
		4,465.72
Fund Balance		\$15,777.87

Whereupon, Mary Potter moved to approve the report as submitted; seconded by Alice Vandiver; and the vote in favor of the motion was unanimous.

In the absence of Martha Elrod, John Baker gave the report on membership; present total, 256 members. It was announced that the picture directory should be available at the November Workshop or sooner, perhaps September or October.

Gladys Prentice, Chairperson of the Legislative Committee, stated that the recommendations of the Committee had been published in the Clerk's Chatter. She then read the full recommendations of the Committee and, upon discussion, it was determined that the office of Vice President, listed in the third paragraph of the report (attached), should be deleted, so that the sentence would read as follows:

"The Treasurer and Secretary will be elected from the General membership and not necessarily elevated to the next highest office."

Lengthy discussion was held concerning the timing for runoff election and some other points of the recommendations. Following discussion, Mary Potter moved for the adoption of recommendations, with the change noted above; seconded by Dee Dee Halsop; and the vote in favor of the motion was unanimous.

Velma Gober let a discussion regarding the appropriation to the John G. Burton Educational Fund, during which there was a lengthy discussion as to the purposes and uses of the fund. Whereupon, Zayne Burlison moved to appropriate \$500 to the John G. Burton Fund; seconded by Dan Tunmire. Two members voted in opposition to the motion; vote of the remaining members was in favor of the motion; motion carried.

President Velma Gober read the following resolution regarding the IIMC Educational Fund as it appeared in the Clerk's Chatter, and suggested an appropriation of \$200 annually. Dan Tunmire, member of the IIMC Educational Committee, made a presentation and led discussion regarding the IIMC Educational Fund, then moved to approve the resolution as presented; seconded by Mary Potter; and the vote in favor of the motion was unanimous.

Britt Thomas, Chairman of the Budget Committee, then presented the following proposed budget (June 1, 1988 through May 31, 1989) for consideration:

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS

Proposed Budget

INCOME

Dues	\$ 5,000
Interest	500
Miscellaneous (Pins, Cookbooks, etc.)	100

\$ 5,600

## EXPENSES

Clerks Chatter	1,200	
Plaque Past President	70	
Officers' Travel	1,000	
IIMC Convention Expense	500	
Annual Meeting Expense	1,000	
Miscellaneous	500	
IIMC Educational Fund	200	
John Burton Fund	500	
		<u>4,770</u>
REVENUE OVER EXPENDITURES		\$ 830

Discussion was held regarding the IIMC Convention expense and the possibility of increasing the amount to \$500 or \$800. Further, it was noted that prior action authorized \$200 to IIMC Educational Fund and \$500 to John Burton Fund, which amounts were duly inserted into the budget as presented.

Whereupon, Dan Tunmire moved to approve the budget as presented; seconded by Mary Potter; and the vote in favor of the motion was unanimous.

John Baker reminded everyone to send in their dues.

Britt Thomas stated that he hoped the new procedures regarding election of officers would not cause any dissension among our association members. He stressed that it is important that we stick together and work toward common goals; therefore, he would hate to see anything interfere.

There being no further business to come before the Association, the meeting was adjourned.

  
Don E. Howell, Secretary

MINUTES OF THE  
 TWENTY FOURTH ANNUAL MEETING  
 OF THE ALABAMA ASSOCIATION OF MUNICIPAL  
 CLERKS AND ADMINISTRATORS  
 NOVEMBER 17, 1988

The twenty fourth annual meeting of the Alabama Association of Municipal Clerks and Administrators was held in Birmingham, Alabama on November 17, 1988, in conjunction with the 23rd Annual Municipal Management Training Institute for City Clerks and Administrators Conference.

The meeting was called to order by President Velma Gober.

Ms. Gober stated that 150 members had pre-registered for the conference and total attendance was approximately 155 - 170.

Ms. Gober announced that the minutes of the 23rd Annual Meeting of the Association had been published in the "Clerk's Chatter." Whereupon, John Baker moved for the adoption of the minutes as presented; seconded by Martha Elrod; and the vote in favor of the motion was unanimous.

John Baker then briefly reviewed and submitted the following Treasurer's Report:

ALABAMA ASSOCIATION OF MUNICIPAL  
 CLERKS AND ADMINISTRATORS  
 November 17, 1988

Balance at Last Meeting 24 May 1988	\$15,777.87
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INCOME:

November Meeting Sponsors	\$2,050.00	
Dues	3,195.00	
Interest	495.76	
Clerk's Day	1,120.00	
Cook Books	90.00	
	6,950.76	

6,950.76

EXPENSES:

Chatter's Postage & Handling	960.00	
Officers' Travel	205.61	
IIMC Education Foundation	200.00	
John Burton Funds	500.00	
Clerk's Day	1,164.98	
	3,030.59	

3,030.59

FUND BALANCE

\$19,698.04

Whereupon, Roland Carter moved to approve the report as submitted; seconded by Zane Burlison; and the vote in favor of the motion was unanimous.

Martha Elrod reported that the total membership of the association was now 266 members.

It was announced that printing problems had delayed the delivery of the picture directory.

President Velma Gober recognized and thanked the District Chairpersons for their support. They are:

DISTRICT	DIRECTOR
I	Barbara Partain, Hamilton
II	Sharon Davis, Greensboro
III	Dee Dee Heslop, Pelham
IV	Brenda Holmes, Oxford
V	Britt Thomas, Brundidge
VI	Cheryl S. Miller, Linden
VII	D. M. English, Elba
VIII	Anne Byron, Tarrant
IX	John Baker, Montgomery
X	Linda Hamby, Lanett
XI	Gail Busbey, Decatur
XII	Gail Duffey, Scottsboro
XIII	Thelma Moon, Vestavia Hills

The President called for committee reports. Each committee chairperson introduced their respective committee members.

Education and Planning	- Gail Busbey
Clerk's Chatter	----- Richard Smith
Clerks Day	----- Steve Eason
Clerk of the Year	----- Mary Potter
Membership	----- Martha Elrod
Budget	----- Britt Thomas
Scrapbook	----- Sue Price
Finance	----- Zane Burlison
Legislative	----- Gladys Prentice
Booths/Exhibits	----- Jack Bailey/Linda VandenBosch

Jack Bailey offered his appreciation to the association for their support during his candidacy for Vice President from Region 3 of the I.I.M.C. at the Annual Meeting in Spokane, Washington.

Mr. Bailey announced that the 1989 International Institute of Municipal Clerks Conference will be held in Halifax, Nova Scotia. Mr. Bailey stated that the position of Director, Region III, of the IIMC was open and read in full a proposed Resolution nominating Mrs. Linda L. Vanden Bosch, CMC for the position.

RESOLUTION

WHEREAS, Mrs. Linda L. Vanden Bosch, CMC, has indicated her willingness and desire to be a candidate for the position of Director, Region III, of the International Institute of Municipal Clerks (IIMC), and

WHEREAS, Mrs. Vanden Bosch has served as City Clerk/Treasurer of Greenville, Alabama and as a member of the Alabama Association of Municipal Clerks and Administrators (AAMCA) and of the IIMC since 1981, and

WHEREAS, Mrs. Vanden Bosch has served three years on the Educational Committee of AAMCA, including two years as Chairperson of that committee, and has also served as a member of the Education Committee of IIMC and as Alabama Chairperson of the IIMC Membership Committee, and

WHEREAS, Mrs. Vanden Bosch has worked diligently and faithfully to advance the objectives of AAMCA and IIMC, has been awarded the CMC designation by IIMC, and has attended all of the AAMCA Annual Training Institutes and five of the seven IIMC Annual Conferences conducted since her appointment as City Clerk,

NOW, THEREFORE, BE IT RESOLVED that the Alabama Association of Municipal Clerks and Administrators indorses and supports Mrs. Linda L. Vanden Bosch, CMC, as a candidate for Director, Region III, International Institute of Municipal Clerks.

Adopted at the Annual Meeting of the Alabama Association of Municipal Clerks and Administrators in Birmingham, Alabama, this 17th day of November, 1988.

Whereupon Mr. Bailey moved for the adoption of the Resolution; seconded by Gail Busbey; and the vote in favor of the motion was unanimous.

Betty Benson read a letter from a local radio station in Attalla regarding Jane Phillips' 25 years of service as City Manager for that city and extended the congratulations of the Association.

A discussion was held concerning proposed legislation to address the situation of current laws regarding appointments, terms of clerk and job security.

Following this discussion, a motion was made to appoint a study committee, Gail Busbey and Betty Parker, to make recommendations to the Association regarding this legislation. One member voted in opposition to the motion; vote of the remaining members was in favor of the motion; motion carried.

At this time, President Gober explained the new nomination and election process naming the nominees already submitted and opening the floor for further nominations.

Whereupon, Martha Elrod moved to accept the nomination of Don Howell as President-Elect and to close the nomination; seconded by Betty Benson; and the vote in favor of the motion was unanimous.



Roland Carter moved to accept the nomination of John Baker as Secretary and to close the nomination; seconded by Maggie Van Wagner; and the vote in favor of the motion was unanimous.

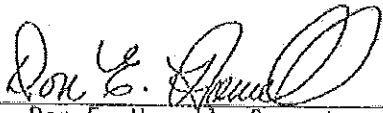
Gail Busbey, Decatur and Minnie Barnett, Mount Vernon, were nominated for the office of Treasurer.

Following brief remarks from both candidates, Carolyn Thomas moved to accept both nominations for Treasurer and to close nominations; seconded by Zane Burleson; and the vote in favor of the motion was unanimous.

Mr. Robert Smith, Chief Clerk of Montgomery County Probate Court, explained the procedure to use the electronic voting machines, estimated cost to be \$4,900 per machine, and gave a comparison of the cost of supplies vs. manual computation.

An explanation was given concerning the election of Treasurer. Each city is eligible to cast one vote and membership dues must be paid prior to the election. At this time, the election for Treasurer was conducted with the results to be made known at a later time.

There being no further business to come before the Association, the meeting was adjourned.

  
\_\_\_\_\_  
Don E. Howell, Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS  
Regular Meeting, May 23, 1989  
Montgomery, Alabama

The Alabama Association of Municipal Clerks and Administrators convened in regular session on May 23, 1989, at the Montgomery Civic Center, Montgomery, Alabama, in conjunction with the Alabama League of Municipalities annual meeting.

The meeting was called to order by the President, Evelyn Phillips. The President thanked those members who were able to stay for the business meeting, because a large number of members were unable to remain because of the threatening bad weather. The President commended Alice Vandiver and members of the Education Committee, Tommy Powe with the University of Alabama and Perry Roquemore of the League of Municipalities, for doing an outstanding job in putting together this year's training session, and thanked those members of the association who made presentations at the training session.

The President stated a copy of the November 1988 Minutes had been published in the Clerk's Chatter and mailed to all members. Whereupon Mary Potter moved that the November 1988 Minutes be approved as presented, seconded by Frances Perry and on voice vote was approved unanimously.

John Baker submitted the following Treasurer's Reports for Gail Busbey. Whereupon Dan Turmire moved to approved the reports as submitted, seconded by Ruby Kennedy, and voice vote was approved unanimously.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

May 23, 1989

Balance January 11, 1989	\$21,113.90
received from John Baker	

INCOME:

Interest on C.D. - AMSouth	\$ 265.16
Interest on Checking	79.21
Cookbooks	10.00
Picture directories	60.00

Clerk's Day 1988 - Sponsor	300.00	
Clerk's Day 1988 - Registration	<u>20.00</u>	734.37

EXPENDITURES:

University of Alabama	\$3,100.00	
Officers' Travel	328.74	
"Chatter" Postage	320.00	
Clerk's Day 1988 - Door Prizes	385.43	
Clerk's Day 1989	2,193.00	
Education Committee Meeting	77.00	
Clerk Award Committee Meeting	<u>60.00</u>	6,464.17

FUND BALANCE		<u>\$15,384.10</u>
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Respectfully submitted,  
Gail Busbey, CMC/AE  
Treasurer

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

CLERK'S DAY, 1989

INCOME:

Sponsors	\$ 1,000.00	
Registration	<u>2,733.15</u>	\$ 3,733.15

EXPENDITURES:

Dinner	\$ 1,440.00
Breakfast	655.00
Band	600.00
Plaques	132.00
Phone-door prize	90.00

Piano player	75.00	
Gift certificate-door prize	50.00	
Flowers	49.00	
Liquor	250.00	
Beer tap fee (beer donated)	8.00	
Miscellaneous	96.82	
		<u>\$ 3,445.82</u>

BALANCE FROM CLERK'S DAY		<u>\$ 287.33</u>
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Respectfully submitted,  
Gail Busbey, CMC/AAE  
Treasurer

The President called for any Committee Reports.

#### COMMITTEE REPORTS

##### Clerk's Chatter

Glenda Morgan requested any Clerks who have information they want published in the "Clerk's Chatter", please forward to her by the last week of the month.

##### Legislative Committee

Britt Thomas requested if any Clerks had any information to present to his committee, please contact him. The President requested the Legislative Committee prepare a complete copy of the Constitution and By-Laws for distribution to the membership.

##### Scrap Book Committee

Gail Duffy and Sherry Morgan have started a new scrap book and requested newspaper clippings, announcements, photos, etc., concerning any member be forwarded to one of them.

##### Clerk's Day

Mary Potter reported on Clerk's Day that Jack Bailey of Birmingham had been selected as Clerk of the Year. She thanked the members of District 8 who helped make the Clerk's Day program a success, and for the first time all nominees received a plaque.

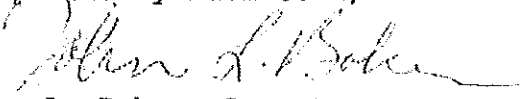
The President introduced Past President Carolyn Mozingo who is now the Chief Revenue Officer for the City of Montgomery.

Dan Turmire moved that a resolution be prepared honoring retiring City Clerk John Newberry and, as a policy of the association all future retirees, seconded by Tommy Langham, and on voice vote was approved unanimously. The President requested Rubye Kennedy prepare a resolution honoring John Newberry to be forwarded to him and published a copy in the "Clerk's Chatter."

Tommy Powe requested photographs taken at various clerk meetings be forwarded to him so he could submit them to IIMC for possible publication in their News Digest.

There being no further business to come before the Association, the meeting was duly adjourned.

Respectfully submitted,

  
John L. Baker, Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

REGULAR MEETING, NOVEMBER 17, 1989  
BIRMINGHAM, ALABAMA  
SHERATON PERIMETER HOTEL

The meeting was called to order by the President, Evelyn Phillips, who presided. Prayer was given by Jack Bailey. The President stated a copy of the May 1989 Minutes had been published in the Clerk's Chatter and mailed to all members. Whereupon, Harold Gordon moved that the November 1989 Minutes be approved as presented, seconded by Roland Carter and on vote was approved unanimously.

The President encouraged those who wanted to run for an office of AAMCA in the future that they would qualify at the earliest possible date so that they could begin campaigning.

The President stated funds had been placed in the current budget for the President to attend the Annual IIMC Meeting. Because she and the Past President could not attend, the President requested Linda Vanden Bosch, City Clerk of Greenville, represent her at the IIMC Meeting in Nova Scotia May 1989. The City of Greenville incurred the cost which totaled \$1729. She recommended the Association reimburse the City of Greenville a portion of the cost in the amount of \$500.00. Thereupon Mary Potter moved the City of Greenville be reimbursed \$500.00 toward the expenses for Linda Vanden Bosch attending IIMC meeting in Nova Scotia. Motion was seconded by Martha Elrod and carried by unanimous vote of the members present. The President recognized the District Chairman for doing an outstanding job and requested the District let the new President Don Howell know if you elect new District Chairman.

COMMITTEE REPORTS

TREASURER'S REPORT - GAIL BUSBEY

Steve Eason moved to accept the Treasurer's Report as presented, seconded by Diane Barnett, and carried by unanimous vote.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

January 1 to October 31, 1989

Balance January 11, 1989 \$ 21,113.90\*  
Received from John Baker

INCOME:

Memberships	\$ 5,230.00	
Interest income	700.83	
Cookbooks	10.00	
Picture directories	60.00	
Sponsors- November 1989	3,000.00	
Clerks' Day 1988	320.00	
Clerks' Day 1989	<u>3,486.79</u>	
		12,807.62

EXPENDITURES:

University of Alabama	\$ 3,100.00	
Officers' travel	535.66	
Committee meetings	246.30	
"Chatter" postage	720.00	
Postage	50.00	
Printing	102.00	
Clerks' Day 1988	385.43	
Clerks' Day 1989	<u>3,119.00</u>	
IIMC Education Foundation	200.00	
Awards and memorials	120.67	
Band deposit	<u>100.00</u>	
		<u>8,679.06</u>

FUND BALANCE \$ 25,242.46

Respectfully submitted,  
Gail Busbey, CMC/AAE  
Treasurer

\* \$10,000 is invested in a nine-month certificate of deposit at First American Bank in Decatur, with an interest rate of 9.25% and a maturity date of January, 1990; \$9,000 in a 5½-month certificate of deposit at First American Bank at an interest rate of 8.25% and a maturity date of January, 1990. The balance of \$6,242.46 is in a checking account at First American Bank.

EDUCATION COMMITTEE -- ALICE VANDIVER

Certification Training Program for Municipal Clerks & Administrators met February 1989 and had 50 clerks to attend; four to graduate: Gail Duffy, Scottsboro; Lena Kennomer, Guntersville; Leslie Penniman, Ashford; and Patricia Wambles, Daleville; and ten new clerks to attend. In August 1989, we have 58 clerks attending, 6 to graduate: Sharon Davis, Atmore; Sherry Greene, Double Springs; Myrtle Hill, Flomaton; Brent Morrison, Piedmont; Betty Wright, Collinsville & Judy Young, Roanoke. In the Advanced Education Course held February 1989, there were 29 in attendance. We now have 75 CMC which includes 16 that are not active.

The President commended the Education Committee for doing an outstanding job.

IIMC LIASON COMMITTEE

Linda Vanden Bosch reminded the Association that the Regional Meeting will be held January 11 & 12, 1990, in Destin, Florida, at the Sand Destin Hilton. Registration will be \$45 and she encouraged all members to attend.

AAMCA REDISTRICTING COMMITTEE

Roland Carter, Chairman, submitted the following report. Mary Potter moved to adopt the foregoing report, seconded by Glenda Morgan and carried by an unanimous vote.

AAMCA REDISTRICTING COMMITTEE RECOMMENDATIONS

November 15, 1989

Submitted by Committee Members:

Roland Carter, Chairman  
Velma Gober  
Merle Shambo  
Dee Dee Heslop  
Jackie Childress

For Consideration at Annual Clerks Conference.

1. Redraw district lines for Districts 2, 6, and 8 which will create a new district, District 14.

The new District 14 would consist of the following counties:

- |            |            |
|------------|------------|
| 1. Hale    | 4. Sumter  |
| 2. Perry   | 5. Choctaw |
| 3. Marengo |            |



The new District 2 would consist of the following counties:

- |            |               |
|------------|---------------|
| 1. Lamar   | 4. Tuscaloosa |
| 2. Fayette | 5. Bibb       |
| 3. Pickens | 6. Greene     |

The new District 6 would consist of the following counties:

- |           |            |
|-----------|------------|
| 1. Dallas | 4. Monroe  |
| 2. Clarke | 5. Conecuh |
| 3. Wilcox |            |

The new District 8 would consist of the following counties:

- |               |             |
|---------------|-------------|
| 1. Washington | 3. Baldwin  |
| 2. Mobile     | 4. Escambia |

2. Appoint one or more persons (in addition to Vice-President) to work with the districts on a continuous basis, throughout the year to get inactive cities active. Be available to go to these cities, meet with the Clerks and Mayors, if necessary, to impress upon them the importance of the District meetings. Possibly divide the state into four (4) parts and have four (4) representatives for this.
3. Create a statewide "Adopt-A-District" plan between districts where an active district adopts a neighboring district, which is less active, and works with, and encourages them, on a personal basis. Each city in the adopted district could be assigned to a very similar city in the adopting district to work with on a more personal basis.

#### Suggested Plan

- Districts 11 and 3 to work with Districts 1, 12 and 4.  
District 8 to work with District 6.  
District 9 to work with District 14.  
Districts 10 and 7 to work with District 5.  
District 13 to work with District 2.  
District 11 to work with District 1.  
District 3 to work with District 4.
4. Set a statewide goal of activity in the districts at a minimum of 50% participation.
  5. Invite inactive clerks to attend meetings and have the district pay expenses of their meal at the first meeting they attend. Send them a "Meal Coupon" in their invitation to the meeting and encourage an active member to go by and bring the inactive clerk to the meeting.

AAMCA Redistricting Committee Recommendations

November 15, 1989

Submitted by Committee Members:

Roland Carter, Chairman  
Velma Gober  
Merle Shambo  
Dee Dee Heslop  
Jackie Childress

For Consideration at Annual Clerks Conference.

1. Redraw district lines for Districts 2, 6, and 8 which will create a new district, District 14.

The new District 14 would consist of the following counties:

- |            |            |
|------------|------------|
| 1. Hale    | 4. Sumter  |
| 2. Perry   | 5. Choctaw |
| 3. Marengo |            |

The new District 2 would consist of the following counties:

- |            |               |
|------------|---------------|
| 1. Lamar   | 4. Tuscaloosa |
| 2. Fayette | 5. Bibb       |
| 3. Pickens | 6. Greene     |

The new District 6 would consist of the following counties:

- |           |            |
|-----------|------------|
| 1. Dallas | 4. Monroe  |
| 2. Clarke | 5. Conecuh |
| 3. Wilcox |            |

The new District 8 would consist of the following counties:

- |               |             |
|---------------|-------------|
| 1. Washington | 3. Baldwin  |
| 2. Mobile     | 4. Escambia |

2. Appoint one or more persons (in addition to Vice-President) to work with the districts on a continuous basis, throughout the year to get inactive cities active. Be available to go to these cities, meet with the Clerks and Mayors, if necessary, to impress upon them the importance of the District meetings. Possibly divide the state into four (4) parts and have four (4) representatives for this.
3. Create a statewide "Adopt-A-District" plan between districts where an active district adopts a neighboring district, which is less active, and works with, and encourages them, on a personal basis. Each city in the adopted district could be assigned to a very similar city in the adopting district to work with on a more personal basis.

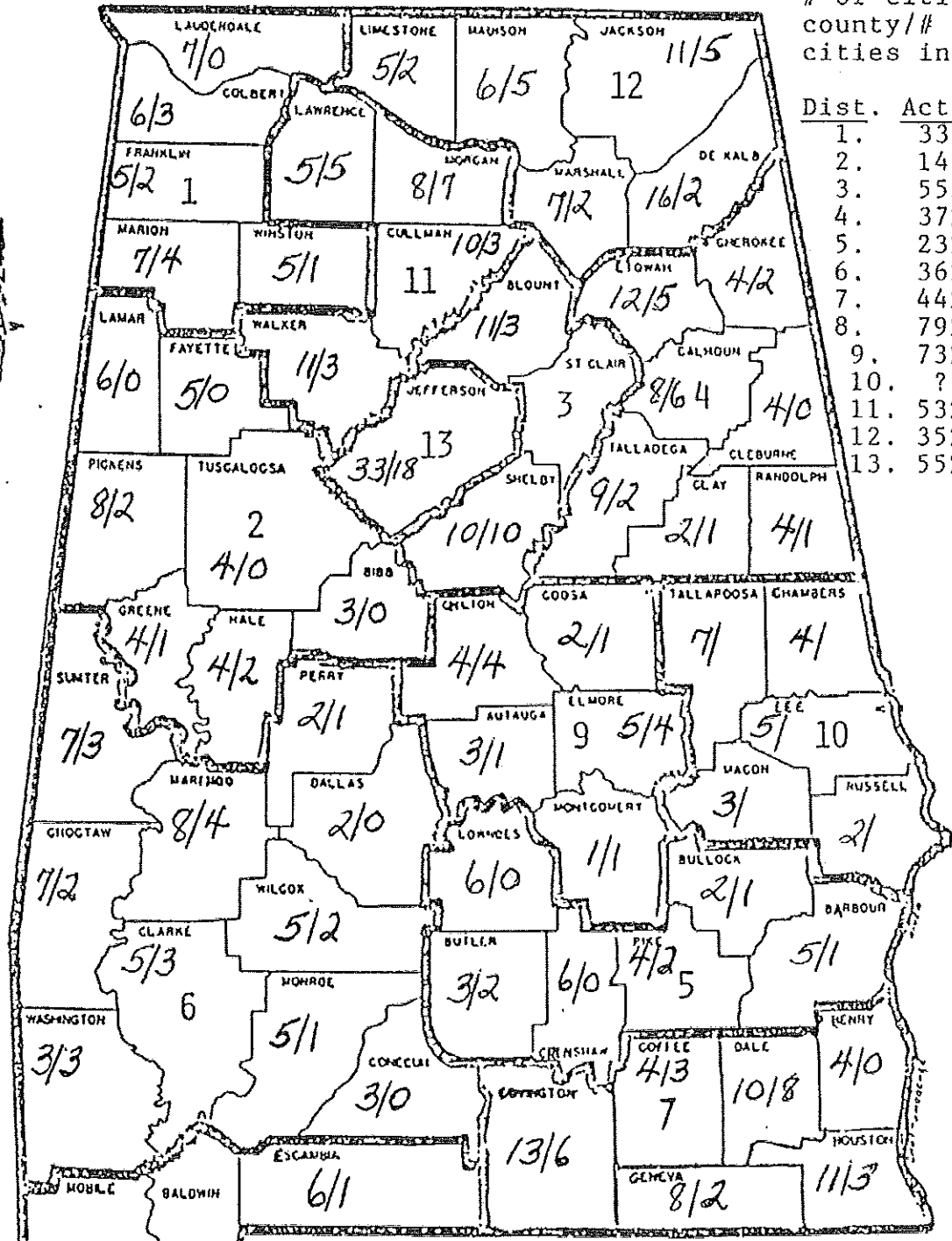
### Suggested Plan

- Districts 11 and 3 to work with Districts 1, 12 and 4.  
District 8 to work with District 6.  
District 9 to work with District 14.  
Districts 10 and 7 to work with District 5.  
District 13 to work with District 2.  
District 11 to work with District 1.  
District 3 to work with District 4.
4. Set a statewide goal of activity in the districts at a minimum of 50% participation.
  5. Invite inactive clerks to attend meetings and have the district pay expenses of their meal at the first meeting they attend. Send them a "Meal Coupon" in their invitation to the meeting and encourage an active member to go by and bring the inactive clerk to the meeting.
  6. Have a Statewide Incentive Plan to recognize the district and buddy district that has the highest percentage of improvement in district participation at the League Convention or the annual Clerks Conference.
  7. One of the 4 statewide representatives could work with the district that is to adopt an inactive district to give them ideas and examples of things they can do to help their "Buddy District".
  8. AAMCA should encourage Mayors' Associations throughout the state to write letters to the Mayors of cities with inactive clerks and encourage the clerks to become active in the district and on a statewide basis.

# of cities in county/# of active cities in county

Dist. Activity

- 1. 33%
- 2. 14%
- 3. 55%
- 4. 37%
- 5. 23%
- 6. 36%
- 7. 44%
- 8. 79%
- 9. 73%
- 10. ?
- 11. 53%
- 12. 35%
- 13. 55%



ALABAMA

DISTRICTS

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

(OVER)

County Boundary  
District Boundary

Administrators, Administrative Agents. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators.

The objectives include, but are not limited to, the following: to establish a cohesive group of persons who have the responsibilities of record keeping, administration and finances of the municipalities of Alabama. That through this organization there will be a greater recognition and appreciation of the importance of the offices hereinabove referred to; in that these persons maintain a continuity of government which is so vital to its operation. To bring about the enlistment and training of qualified public employees; to exchange and disseminate information, ideas and techniques relating to the duties of the members. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

#### ARTICLE III MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization. There shall be two classes of membership. That of the ACTIVE MEMBER and that of the LIFE MEMBER. An Active Member IN GOOD STANDING has paid his/her current dues in full. All dues are waived for a Life Member. Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality.

#### ARTICLE IV MEETINGS

The organization shall meet three times each year. The Spring General Meeting will be held concurrently with the annual convention of the Alabama League of Municipalities; the Fall General Meeting will be held concurrently with the annual Clerks Training Institute; and the third Business Meeting shall be held on CLERKS DAY, the date of which will be determined each year.

#### ARTICLE V OFFICERS AND TERM OF OFFICE

Any Active Member in good standing is eligible to hold office.

The officers of the organization shall consist of a President, a President-Elect, a Secretary, and a Treasurer. The President-Elect, the Secretary, and the Treasurer shall each be elected by the membership during the Fall General Meeting at the Clerks Training Institute of each year. The President-Elect shall automatically be elevated to the office of President the year immediately following the year served as President-Elect. The Secretary and the Treasurer shall be elected each year. An officer is not prohibited from seeking re-

election or election to another position with the exception of the President-Elect.

Elected officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning 1 January through 31 December, or until their successors have been duly elected and installed.

Should any officer be unable to complete his/her term after installation, a replacement shall be appointed by a committee composed of the remaining officers plus two immediate past-presidents if said committee agrees that a replacement is needed to complete the unexpired term for the good of the organization. The chairman of this committee shall be first, the President; second, the President-Elect; third, the Secretary; fourth, the Treasurer; fifth, the most immediate Past President; and sixth, the second-most immediate Past President.

#### ARTICLE VI POWERS AND DUTIES OF OFFICERS

The officers shall conduct the routine business of the organization except for matters that can be acted upon by the general membership during a regularly scheduled meeting. Except as is in this constitution otherwise provided, all other powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their office.

#### ARTICLE VII DUES

Membership dues shall be on a graduated basis according to municipal population; said basis or rate to be determined by the general membership from time to time. Dues are due and payable at each Fall General Meeting during the Clerks Training Institute for one calendar year beginning the following 1 January. Any member failing to pay dues by the time of the following Spring General Meeting shall be delinquent and in danger of not being a member in good standing at the time of the next Fall General Meeting.

#### ARTICLE VIII DISTRICTS

The State of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Clerks in each District shall, prior to each Fall General Meeting, elect a Director for that District, who shall assume office for a period of one year beginning the following 1 January. In the event a District fails to elect a Director, the President shall appoint a Director to serve that District. It is suggested that each District hold at least two meetings each calendar year within the District.

Don Howell submitted the following Budget for 1990. Roland Carter moved to adopt, seconded by Martha Elrod and carried unanimously.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS

PROPOSED BUDGET  
FISCAL YEAR 1989-90

Anticipated Revenue

Members Dues	\$6,050
Interest on Inv.	1,500
Misc. Revenue	200
Transfer from Reserve	2,650

Total Anticipated Revenue \$10,400

Anticipated Expenditures

Annual Convention	\$3,600
Postage & Printing	1,300
Plaque for President	100
Officers Travel	1,000
IIMC Conf. - President	1,200
Committee Meetings	500
John Burton Fund	500
IIMC Education Fund	200
Miscellaneous	500
Special Projects	1,500

Total Anticipated Expenditures \$10,400

Anticipated Carry Over 0

SCRAP BOOK COMMITTEE - GAIL DUFFEY

Scrap Books have been placed at League Headquarters. All Clerks are invited to stop by and look them over.

There being no further business to come before the Association, the meeting was duly adjourned.

Respectfully submitted,

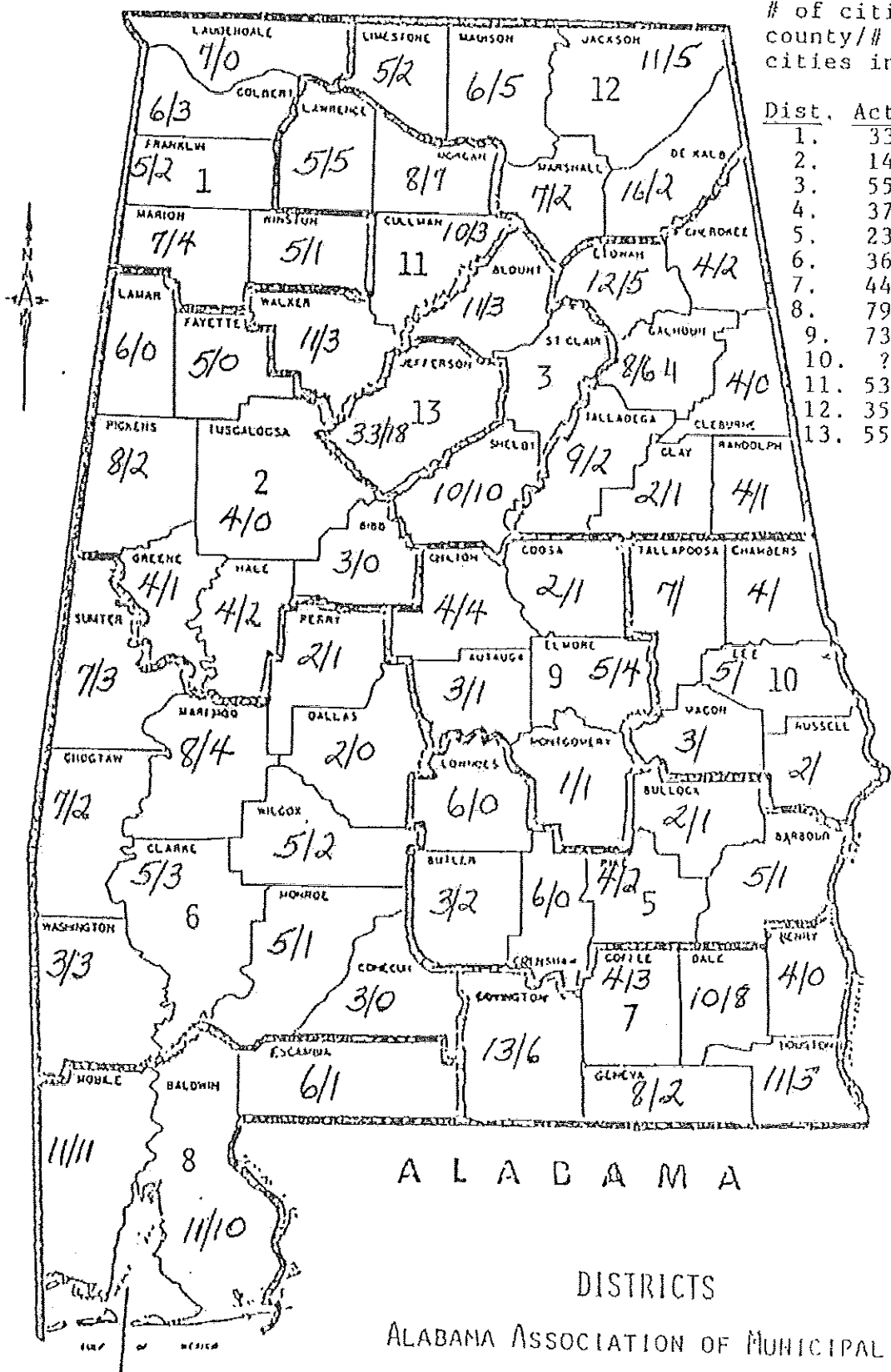
John L. Baker  
Secretary



# of cities in county/# of active cities in county

Dist. Activity

- 1. 33%
- 2. 14%
- 3. 55%
- 4. 37%
- 5. 23%
- 6. 36%
- 7. 44%
- 8. 79%
- 9. 73%
- 10. ?
- 11. 53%
- 12. 35%
- 13. 55%



ALABAMA

DISTRICTS

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

(OVER)

County Boundary  
District Boundary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

REGULAR MEETING, MAY 21, 1990  
MOBILE, ALABAMA  
MOBILE CIVIC CENTER

The meeting was called to order at 4:00 o'clock p.m. on May 21, 1990 at the Mobile Civic Center by the President, Don Howell. AAMCA President Howell presided at the meeting.

President Howell stated that a copy of the minutes of the November, 1989 meeting had been published in the Clerk's Chatter and a copy mailed to all members. He called for a motion to adopt the minutes as mailed. Whereupon, a motion was made by Steve Eason and seconded by Gladys Prentiss that the minutes be approved as mailed. Upon a vote, the motion carried unanimously.

COMMITTEE REPORTS:

TREASURER'S REPORT - ALICE VANDIVER

President Howell called for a motion to approve the Treasurer's Report as submitted. Whereupon, a motion was made by Steve Eason and seconded by Mary Potter that the Treasurer's Report be approved as submitted. Upon a vote, the motion carried unanimously.

EDUCATION COMMITTEE REPORT - MIGNON BOWERS

Mignon Bowers, representing Education Committee Chairman Linda Vanden Bosch, gave the Education Committee Report.

AAMCA REDISTRICTING COMMITTEE - ROLAND CARTER

Roland Carter, Chairman of the Redistricting Committee, reported on the plan for redistricting. After discussion, it was agreed to appoint four coordinators to visit the districts and to work on the plan under the supervision of Committee Chairman Roland Carter. Motion was made by Mary Potter and seconded by Judy Flipppo that \$500.00, plus 20¢ per mile and meal expenses, be appropriated for the travel expenses of the coordinators. Upon a vote, the motion carried unanimously.

President Howell announced the appointment of Martha Elrod to chair the membership drive. After discussion of contests for membership incentive, motion was made by Mary Potter and seconded by Evelyn Phillips that a \$100 cash bonus be awarded to the member bringing in the most new members between now and November. During discussion, motion was made by Mignon Bowers and seconded by Steve Eason that the bonus not to exceed \$300 be awarded by the Membership Committee. President Howell called for a vote on the secondary motion, with a resolution vote of fifteen yeas and eighteen nays. President Howell declared the secondary motion to have failed passage. Thereupon, he called for a vote on the original motion, which then carried unanimously.

President Howell announced that he is assigning the administration of a Scholarship program to the Education Committee. After discussion, motion was made by Roland Carter and seconded by Harold Gordon that up to \$1000 be appropriated for the scholarship fund. Upon a vote, the motion carried unanimously.

Glenda Morgan, co-editor of the Clerk's Chatter asked that all members accept responsibility for submitting information and articles for the newsletter.

President-Elect John Baker reported on a proposed central office location plan.

There being no further business to come before the Association, the meeting was duly adjourned at 5:00 o'clock p.m.

Respectfully submitted,  
Alice Vandiver, for  
Gail Busbey, Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

FEBRUARY 6, 1990 to MAY 15, 1990

Balance February 6, 1990 26,951.63\*  
Received from Gail Busbey

INCOME:

Memberships	115.00	
Pins	20.00	
Clerk's Day Registration	2,249.00	
Interest	434.38	
	<u>          </u>	2,818.38

EXPENDITURES:

University of Alabama	2,800.00	
Officers travel	177.97	
Education Committee	193.56	
"Chatter" Postage	240.00	
"Clerk's Day", 1990	3,580.86	
Flowers ( Byrd)	37.63	
Mobile Cruise (R. Smith)	200.00**	
Jack Bailey	1,000.00***	
City of Greenville	500.00****	
Supplies	44.00	
	<u>          </u>	8,774.02

FUND BALANCE 20,995.99

Respectfully submitted,  
Alice Vandiver, CMC/AAE  
Treasurer

\* \$17,000.00 is invested in a six-month certificate of deposit at First State Bank in Phil Campbell at an interest rate of 7.75% with a maturity date of August 7, 1990.

\*\* This represents amount requested from Richard Smith to help with the cost of the cruise.

\*\*\* This represents part of the \$4,000.00 approved by the Association to assist Jack Bailey with his campaign for Second Vice-President of IIMC.

\*\*\*\* This is the amount approved by the Association for Linda Vanden Bosch, City Clerk of Greenville to represent the President at the IIMC Conference in 1989.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

CLERK'S DAY, 1990

INCOME:

Registration	<u>2,249.00</u>	\$ 2,249.00
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EXPENDITURES:

Tee Shirts	734.60	
Dinner	1,242.00	
Breakfast	260.00	
Band	600.00	
Plaques	175.00	
Flowers	31.00	
Clerk's Day Comm.	94.13	
Liquor & Misc.	<u>444.13</u>	
		<u>\$ 3,580.86</u>

CREDIT BALANCE

-1,331.86

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

REGULAR MEETING, MAY 20, 1991  
HUNTSVILLE, ALABAMA  
VON BRAUN CIVIC CENTER

The meeting was called to order at 3:20 p.m. on May 20, 1991 at the Huntsville Von Braun Civic Center by the President, John Baker. AAMCA President Baker presided at the meeting.

President Baker called for a motion to adopt the minutes of the November 8, 1990 meeting held at the Sheraton Perimeter Hotel in Birmingham. Whereupon, a motion was made by Harold Gorden, Alexander City, to approve the minutes. Betty Benson, Madison, requested that an amendment to the minutes show that she had made the comment that the body allow nominations be made from the floor for the IIMC Board of Directors. The motion to approve the minutes was then seconded by Catherine Sarris, Alabaster. Upon a vote, the motion carried unanimously.

COMMITTEE REPORTS:

TREASURER'S REPORT—RUBY KENNEDY

AAMCA Treasurer Ruby Kennedy submitted the following report:

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS &  
ADMINISTRATORS  
POST OFFICE DRAWER 20  
PRATTVILLE, ALABAMA

PERIOD COVERED: 01/09/91 THROUGH 05/20/91

01-09-91	Received from Treasurer Alice Vandiver	\$ 26,684.09	
	Purchased 12-month C.D. #13143 on Bid Basis from Bank of Prattville @ 7.35%	<u>-21,000.00</u>	
	Opened Money Market Acct #0016072520 at Bank of Prattville	\$ 5,684.09	

RECEIPTS

01-11-91	Town of Forkland— Stone & Gaitor	\$ 40.00	
01-18-91	Parker, White & Yardley— Sponsor	250.00	
01-31-91	Interest earned on M/M Acct.	19.20	
02-11-91	Goodwyn, Mills & Cawood— Sponsor	250.00	
	City of Alabaster—Sarris	35.00	
02-20-91	Town of Dauphin Island— Simms	20.00	
02-27-91	Town of Kimberly—Goodwin	25.00	
02-28-91	Interest earned on M/M Acct.	20.25	
03-14-91	1st State Bank of Phil Campbell—Interest	28.80	
	City of Warrior—Ellison	25.00	
	City of Fort Payne—McGee	35.00	
	City of Fort Payne—Teague	35.00	
03-29-91	Interest earned on M/M Acct.	21.66	
04-17-91	City of Irondale—Mattox	30.00	
04-30-91	Interest earned on M/M Acct.	20.50	
05-06-91	Clerk's Day Transfer from Linda Walden—Eufaula	1,295.00	
	Clerk's Pin Sale— Linda Holeman—Brundidge	10.00	
05-13-91	City of Greenville— Vanden Bosch	30.00	
05-16-91	Clerk's Pin Sale— Catherine Sarris—Alabaster	<u>10.00</u>	+2,200.41

EXPENDITURES:

01-18-91	U.S. Postmaster—Mobile Clerks' Chatter	\$ 80.00	
	Fifth Quarter—Montgomery Ed. Com. Meet. Luncheon	225.89	
	Univ. of Alabama College of Continuing Studies— Nov. '90 Clerks' Institute	1,000.00	
01-31-91	Purchase M/M Acct. Cks.	10.00	
02-01-91	Alice Vandiver, Secretary Expenses attending Ed. Com. 01/18/91.	100.62	
02-05-91	Gail Busbey, President-Elect— Expenses attending Ed. Com. Meeting 01/18/91.	154.85	
03-27-91	U.S. Postmaster—Mobile Clerks' Chatter	95.00	
03-29-91	Gail Busbey, President-Elect— Mileage for attending District I Clerk's Meeting	30.00	
04-15-91	45th IIMC Conference— Michigan, John Baker—Reg. Fee	350.40	
05-04-91	Gail Busbey Clk. of Year Selection Com. Lunch \$ 61.56 Mileage (230) <u>59.80</u>	121.36	
05-04-91	Jimmy Smith Jewelers (4 plaques—Clk's. Day)	122.24	
05-17-91	Lakepoint State Park Resort (Statement—Clerks' Day)	3,038.44	
05-20-91	Mark Mayfield, Presentor, Clks. Program—ALM	1,500.00	-6,828.80
	BALANCE ON HAND M/M ACCOUNT .....	\$ 1,055.70	
	CERTIFICATE OF DEPOSIT #13143 .....	+21,000.00	
	TOTAL FUNDS AVAILABLE .....	\$ 22,055.70	

President John Baker called for a motion to approve the Treasurer's Report as submitted. Whereupon, a motion was made by Rubye Kennedy, Prattville, and seconded by Evelyn Phillips, Fairhope, that the Treasurer's Report be approved as submitted. Upon a vote, the motion carried unanimously.

DISCUSSION: Martha Elrod, Gadsden, asked why the Association was saving money. She requested that a committee be appointed for scholarships. Roland Carter, Andalusia, asked how Districts could pass information to the towns concerning this. Martha Elrod stated that the information needed to be in the *Clerks' Chatter*. Roland Carter then asked if he could file for a clerk in his district for August Certification Scholarship. Every one voted yes to this request.

EDUCATION COMMITTEE REPORT—  
SHARON DAVIS

Education Committee Chair Sharon Davis, Atmore, gave the Education Committee Report. She thanked committee members Minnie Barnett, Mt. Vernon; Mignon Bowers, Athens; Gail Duffey, Scottsboro; Steve Eason, Florence; Harold Gorden, Alexander City; Terri Henry, Weaver; Frank Humber, Childersburg; Carol Surtees, Glencoe; Carolyn Thomas, Marion; Linda Walden, Eufaula; and Kim Wright, Russellville; and AAMA Officers John Baker, Gail Busbey, Alice Vandiver and Rubye Kennedy. Sharon reported that the Education Committee would be meeting soon to plan the November conference. She requested that anyone having any ideas or requests for the conference to contact her.

#### **CLERK OF THE YEAR COMMITTEE—LINDA CRUMP**

Linda Crump, Hoover, reported that the nominees for Clerk of the Year were: Imogene "Sally" Williams, Somerville; Sharon Enfinger, Geneva; Cathy Neal, Chickasaw; Alice Vandiver, Phil Campbell; and Betty Benson, Madison. Committee members Linda Crump, Hoover; Sarah Mays, Pleasant Grove; Catherine Sarris, Alabaster; and Jo Bates, Trinity; met in Hoover two weeks prior to clerk's day and carefully evaluated the qualifications of these excellent nominees and selected Alice Vandiver as Clerk of the Year for 1991.

#### **CLERK'S DAY—DIANE BARNETT**

Diane Barnett, Citronelle; Chair of the Clerk's Day gave a report on Clerk's Day in Eufaula. Sponsorships totaled \$1,725.00 this year with registration fees of \$3,167.00; a total of \$4,311.00. She thanked all of the committee for assisting and reported that Clerk's Day was a success.

#### **SCRAPBOOK COMMITTEE—GAIL DUFFEY**

Scrapbook Committee Chair Gail Duffey, Scottsboro, reported that she has put all the books in matching binders and they are at the Alabama League of Municipalities headquarters in Montgomery. She requested information for the scrapbooks.

#### **NEWSLETTER—GLENDA MORGAN**

Glenda Morgan, Assistant City Clerk, Mobile, co-editor of *The Clerks' Chatter*, requested material for the newsletter.

Debra Skaggs, Department of Archives and History, presented Records Management Manuals to the Association.

There being no further business to come before the Association, the meeting was duly adjourned at 4:00 o'clock p.m.

Respectfully submitted,  
Alice Vandiver, Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS**

**REGULAR MEETING, NOVEMBER 14, 1991  
BIRMINGHAM, ALABAMA  
SHERATON PERIMETER HOTEL**

The meeting was called to order at 4:30 p.m. on November 14, 1991, at the Birmingham Sheraton Perimeter Hotel by the President, John Baker. AAMCA President Baker presided at the meeting.

President Baker called for a motion to adopt the minutes of the May 20, 1991, meeting held at the Von Bramm Civic Center in Huntsville. Whereupon, a motion was made by Robert Mattox, Irondale, to approve the minutes Catherine Sarris, Alabaster, seconded the motion. Upon a vote, the motion carried unanimously.

**COMMITTEE REPORTS:  
TREASURER'S REPORT**

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
& ADMINISTRATORS  
POST OFFICE DRAWER 20  
PRATTVILLE, ALABAMA**

Period Covered: 01/09/91 Through 11/01/91

01-09-91	Received from Treasurer Alice Vandiver	\$ 26,684.09
	Purchased 12-month C.D. Bank of Prattville @7.35%	- 21,000.00
	Opened Money Market Account	\$ + 5,684.09

**RECEIPTS:**

Interest	\$ 159.33
Pins	20.00
Dues	2,990.00
Clerk's Day	1,295.00
Sponsors	3,750.00

**TOTAL RECEIPTS: \$ 8, 214.33**

**EXPENDITURES:**

Clerk's Chatter	\$ 270.00
Officers Travel	863.46
President - IIMC	967.90
Postage	113.68
Region III Meeting	1,500.00
Dues Refund	25.00
Plaques	165.19
Clerk's Day	4,538.44
University of AL	1,000.00
Education Comm.	225.89
Checks	20.00

**TOTAL EXPENDITURES \$ 9,689.56**

**BALANCE ON HAND M/M ACCOUNT \$ + 4,208.86**

**CERTIFICATE OF DEPOSIT \$ + 21,000.00**

**TOTAL FUNDS AVAILABLE \$ 25,208.86**

*RUBY E. KENNEDY, TREASURER*

President John Baker called for a motion to approve the Treasurer's Report as submitted. Whereupon, a motion was made by Linda Holeman, Brundidge, and seconded by Evelyn Phillips, Fairhope, that the Treasurer's Report be approved as submitted. Upon a vote, the motion carried unanimously.

**BUDGET REPORT - ROBERT MATTOX**

Budget Committee Chair Robert Mattox, Irondale, submitted the following proposed Budget for the year 1992.

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
& ADMINISTRATORS**

**1992 BUDGET**

**Anticipated Revenue:**

Membership Dues	6,000.00
Interest on Investments	1,800.00
Clerk's Day	2,500.00
Sponsors-Annual Meeting	3,250.00
Membership Directories	2,000.00
Miscellaneous Revenue	100.00
Transfer from Reserve	10,300.00

**Total Anticipated Revenue \$ 25,950.00**

**Anticipated Expenditures:**

Clerk's Day	4,500.00
Annual Meeting	3,250.00
Membership Directories	3,000.00
Printing	2,000.00
Postage	1,500.00
Officers' Travel	1,800.00
Committee Meetings	800.00
IIMC Conference-President	1,800.00
Scholarships	1,000.00
IIMC Region III Meeting	3,000.00
President's Plaque	100.00
John Burton Fund	500.00
MCEF (IIMC Education Fund)	200.00
Miscellaneous	1,000.00
Special Projects	1,500.00

**Total Anticipated Expenditures \$ 25,950.00**

**Anticipated Carry Over - 0 -**

After one amendment to the proposed budget was made, President Baker called for a motion to approve the 1992 Budget as submitted with the amendment increasing the budget from \$24,450.00 to \$25,950.00. Whereupon, a motion was made by Gail Busbey, Decatur, and seconded by Catherine Sarris, Alabaster, that the Budget be approved. Upon a vote, the motion carried unanimously.

**EDUCATION COMMITTEE - SHARON DAVIS**

Education Committee Chair Sharon Davis, Atmore, gave the Education Committee Report. She thanked the committee members and stated that she hoped everyone had enjoyed this conference.



## SCRAPBOOK COMMITTEE - GAIL DUFFEY

Scrapbook Committee Chair Gail Duffey, Scottsboro, requested pictures and other items for the scrapbooks.

## CLERKS' CHATTER - RICHARD SMITH

Richard Smith, Mobile, reported that some months there were no articles for the newsletter, therefore one was not printed. He asked that all members submit information, and Glenda Morgan, Mobile, requested that everyone let her know their birthdays.

## CONSTITUTION - BILLY BLACKWELL

Billy Blackwell, Ozark, submitted the following revised Constitution.

### CONSTITUTION OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

Revised through November, 1991

#### ARTICLE I NAME

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred as the organization.

#### ARTICLE II PURPOSE

The purpose of this organization shall be to improve the administration of City and Town Government in Alabama through those officials and/or persons vested with the powers and duties commonly known as City Clerks, Assistant or Deputy Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, Finance Officers, Purchasing Agents or key support personnel to these offices. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following:

1. To establish a cohesive group of persons who have the responsibilities of record keeping, administration and finances of the municipalities of Alabama.
2. To promote through this organization a greater recognition and appreciation of the importance of the offices hereinabove referred to, in that these persons maintain a continuity of government which is so vital to its operation.
3. To bring about the enlistment and training of qualified public employees.

To exchange and disseminate information, ideas and techniques relating to the duties of the members.

5. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

## ARTICLE III MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization. There shall be two classes of membership.

1. Active Member - a member who is currently employed in Municipal Government in one or more of the capacities listed in Article II with all dues currently paid in full.
2. Retired Member - an individual who has been an active member of the organization and has retired from active employment. Members automatically change from Active to Retired status upon serving notice of retirement to the Treasurer. All dues are waived for a retired member.

Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality, and only active members will be allowed to vote on issues concerning the organization.

## ARTICLE IV MEETINGS

The organization shall meet three times each year. The Spring General Meeting will be held concurrently with the annual convention of the Alabama League of Municipalities; the Fall General Meeting will be held concurrently with the annual Clerks Training Institute; and the third Meeting shall be held on CLERKS DAY, the date of which will be determined each year.

## ARTICLE V OFFICERS AND TERM OF OFFICE

Any Active Member in good standing is eligible to hold office.

The officers of the organization shall consist of a President, a President-Elect, a Secretary, and a Treasurer. The President-Elect, the Secretary, and the Treasurer shall be elected by the membership during the Fall General Meeting at the Clerks Training Institute each year. The President-Elect shall automatically be elevated to the office of President the year immediately following the year served as President-Elect. An officer is not prohibited from seeking re-election or election to another position with the exception of President-Elect. If more than two candidates are seeking the same office and no one receives a majority of the votes, then a run-off election will be held between the top two candidates for that office. Elected officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning 1 January through 31 December, or until their successors have been duly elected and installed.

Should any officer be unable to complete his/her term after installation, a replacement shall be appointed by a committee composed of the remaining officers plus two immediate past-

presidents if said committee agrees that a replacement is needed to complete the unexpired term for the good of the organization. The chairman of this committee shall be first, the President; second, the President-Elect; third, the Secretary; fourth, the Treasurer; fifth, the most immediate Past President; and sixth, the second-most immediate Past President.

## ARTICLE VI POWERS AND DUTIES OF OFFICERS

The officers shall conduct the routine business of the organization except for matters that should be acted upon by the general membership during a regularly scheduled meeting.

The duties outlined below are not considered all inclusive:

1. The President shall be the chief administrative officer of the organization and shall:
  - A. Preside at all meetings of the organization.
  - B. Appoint all committees, and chairpersons.
  - C. Serve as ex-officio member of all committees.
  - D. Perform all duties necessary for the normal operation of the organization no otherwise provided.
2. The President-Elect, in addition to the usual duties of the office shall:
  - A. Assist in the organizational and educational programs.
  - B. Serve as a general director of all Districts, working with these mini-organizations toward the betterment of the state-wide Association in terms of service, recognition, legislative action, and co-operation. District Directors are asked to notify the President-Elect to attend as many District meetings as possible.
  - C. He/she will prepare to assume the Office of President at the close of his/her term as President-Elect.
3. The Secretary shall:
  - A. Send notices to appropriate parties.
  - B. Prepare and maintain minutes of all business meetings of the organization.
  - C. Update the Constitution as provided in Article X.
4. The Treasurer shall:
  - A. Serve as chief financial officer of the organization.
  - B. Be responsible for the receipt and deposit of all funds of the organization in one or more depositories as designated.
  - C. Properly disburse funds of the organization in accordance with the authorities, restrictions and budgetary requirements authorized.
  - D. Send notices for dues to Active Members.
  - E. Maintain membership rolls.

Except as in this constitution otherwise provided, all other powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their office.

## ARTICLE VII DUES

Membership dues shall be on a graduated basis according to municipal population; said basis or rate to be determined by the general membership from time to time. Dues are due and payable on January 1 each year and are for one calendar year beginning January 1. Any member failing to pay dues by January 1 will no longer be considered an active member.

## ARTICLE VIII DISTRICTS

The State of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Clerks in each District shall, prior to each Fall General Meeting, elect a Director for that District, who shall assume office for a period of one year beginning the following 1 January. In the event a District fails to elect a Director, the President shall appoint a Director to serve that District. It is suggested that each District hold at least two meetings each calendar year within the District.

## ARTICLE IX AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the Constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the President and with the Secretary, who shall furnish copies to the general membership as far ahead of a General Meeting as possible. Proposed amendments may be voted on during that particular General Meeting if it is the pleasure of the members in attendance. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the Constitution. Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

## ARTICLE X MISCELLANEOUS

The fiscal and administrative year shall be effective January 1 of each year.

The Secretary shall be responsible for the updating of this Constitution when, and each time, the general membership, in either of the General Meetings, duly adopts changes. The Constitution shall be revised and retyped according to the Secretary's minutes, properly dated and inserted in the minutes book. A copy of the newly revised Constitution shall immediately be sent by the Secretary

to each of the other three officers; and one copy shall be sent to the Editors and Publishers of the organization's newsletter (The Clerks' Chatter) for publication thus providing each member with an updated version at all times.

Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control.

There is hereby created a permanent, non-officer, position known as Parliamentarian, to be appointed by the President, and whose term shall run concurrent with the President, or until a successor has been duly appointed. Any member appointed may serve an unlimited number of terms including consecutive terms. The organization shall furnish the Parliamentarian with a current copy of Roberts Rules of Order with which he/she must become thoroughly familiar. The Parliamentarian is obligated to attend all business meetings of the organization and to possess a copy of Roberts Rules of Order for necessary reference. Should a question or parliamentary procedure arise, the Presiding Officer shall call upon the Parliamentarian for clarification, and his/her decision shall govern.

President Baker called for a motion to approve the Constitution as submitted. Whereupon, a motion was made by Sharon Davis, Atmore, to add to the Constitution as follows: If more than two (2) candidates are seeking the same office and no one receives a majority of the votes, a run-off will be held for the top two (2) candidates. Linda Holeman, Brundidge, seconded the motion. Upon a vote, the motion carried unanimously. Whereupon, a motion was then made by Velma Gober, Wetumpka, and seconded by Evelyn Phillips, Fairhope, that the Constitution be approved. Upon a vote, the motion carried unanimously.

Gail Busbey, Decatur, introduced the following Resolution.

### RESOLUTION

*WHEREAS, the most important asset of the Alabama Association of Municipal Clerks and Administrators is its members and the effectiveness of the organization is enhanced by the closeness and the affection between its members; and*

*WHEREAS, one of its members who best exemplifies this exceptional spirit of camaraderie is Roland Carter, CMC, City Clerk of the City of Andalusia, a man universally respected and loved by his peers; and*

*WHEREAS, on November 13, 1991, Roland was suddenly stricken by an immediate and life-threatening illness which required expert life-saving efforts; and*

*WHEREAS, Graham Champion and Joe Bouzan responded with immediate, expert cardio-pulmonary resuscitation and continued this treatment until Roland's condition was stabilized and ambulance attendants were able to move*

*him to Brookwood Medical Center, where he is presently receiving care in the Cardiac Care Unit and is continuing to improve,*

*NOW, THEREFORE, BE IT RESOLVED by the Alabama Association of Municipal Clerks and Administrators that its membership wishes to formally acknowledge the professionalism, courage and wisdom shown by members of the Birmingham Fire Department #32 and hereby officially extends to these seven firefighters our heartfelt thanks and eternal gratitude for helping to save the life of our dear friend and colleague, Roland Carter.*

President Baker called for a motion to adopt this Resolution as presented. Whereupon, a motion was made by Evelyn Phillips, Fairhope, and seconded by Martha Elrod, Gadsden, to adopt the Resolution as submitted. Upon a vote, the motion carried unanimously.

President-Elect Gail Busbey, Decatur, presented a Mentor Program and informed the association that Evelyn Phillips, Fairhope, would chair a committee for this.

There being no further business to come before the Association, the meeting duly adjourned at 5:30 o'clock p.m.

*Respectfully submitted,  
Alice Vandiver, Secretary*

THE CLERKS' CHATTER is a publication of the Alabama Association of Municipal Clerks and Administrators.

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ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS  
 POST OFFICE DRAWER 20  
 PRATTVILLE, ALABAMA

PERIOD COVERED: 01/09/91 THROUGH 10/18/91

01-09-91	Received from Treasurer Alice Vandiver	\$ 26,684.09
	Purchased 12-month C.D. #13143 on Bid Basis from Bank of Prattville @ 7.35%	<u>-21,000.00</u>
	Opened Money Market Acct #0016072520 at Bank of Prattville	\$ + 5,684.09

RECEIPTS:

01-11-91	Town of Forkland - Stone & Gaitor	\$ 40.00
01-18-91	Parker, White, & Yardley - Sponsor	250.00
01-31-91	Interest earned on M/M Acct.	19.20
02-11-91	Goodwyn, Mills & Cawood - Sponsor	250.00
	City of Alabaster - Sarris	35.00
02-20-91	Town of Daphn Island - Simms	20.00
02-27-91	Town of Kimberly - Goodwin	25.00
02-28-91	Interest earned on M/M Acct.	20.25
03-14-91	1st State Bank of Phil Campbell -Interest	28.80
	City of Warrior - Ellison	25.00
	City of Fort Payne - McGee	35.00
	City of Fort Payne - Teague	35.00
03-29-91	Interest earned on M/M Acct.	21.66
04-17-91	City of Irondale - Mattox	30.00
04-30-91	Interest earned on M/M Acct.	20.50
05-06-91	Clerk's Day Transfer from Linda Walden-Eufaula	1,295.00
05-08-91	Clerk's Pin Sale - Linda Holeman-Brundidge	10.00
05-13-91	City of Greenville - Vanden Bosch	30.00
05-16-91	Clerk's Pin Sale - Catherine Sarris-Alabaster	10.00
05-31-91	Interest earned on M/M Acct.	22.90
06-28-91	Interest earned on M/M Acct.	3.07
07-30-91	Town of New Hope - Dot Bell	30.00
07-31-91	Interest earned on M/M Acct.	1.66
08-13-91	City of Selma - Mary Ramsey	35.00
08-19-91	City of Decatur - Gail Busbey	40.00
08-21-91	Town of Phil Campbell - Alice Vandiver	25.00
08-26-91	City of Prichard - Cynthia K. Norwood	40.00
08-27-91	City of Huntsville - Charles E. Hagood	50.00
08-30-91	Interest on M/M Acct.	1.57
09-04-91	City of Madison - Betty T. Bensen Louise Anderson Kristen N. Bruseth Melanie Williard	140.00
09-11-91	City of Guntersville - Lena Kennamer	30.00
09-24-91	Town of Mt. Vernon - Minnie Barnett	20.00
"	City of Montgomery - John L. Baker	50.00
"	Town of Ariton - Jacqueline Danner	20.00
09-30-91	Annual Meeting Sponsors - ETA Date Direct, Inc. First Alabama Investments, Inc. - Birmingham AmSouth, Birmingham Central Bank of the South SouthTrust Corporation G. E. Lester Management Consultants d/b/a City Computer Solutions EDGO Software, Inc. Joe Jolly & Company	

	First Commercial Bank of Birmingham		
	Municipal Code Corporation		
	Carter, Darnell & Grubbs, Inc.		
	Roberts & Sons		
	Pash & Company	3,250.00	
"	Town of Eldridge -		
	Johnnie Wyers	20.00	
"	Interest earned M/M Acct.	2.10	
10-18-91	City of Opp - Betty Kelley	30.00	
"	City of Prattville -		
	Ruby E. Kennedy	<u>35.00</u>	<u>+ 6,046.71</u>

EXPENDITURES:

01-18-91	U.S. Postmaster - Mobile		
	Clerk's Chatter	\$ 80.00	
	Fifth Quarter - Montgomery		
	Ed. Com. Meet. Luncheon	225.89	
	Uni. of Alabama College of		
	Continuing Studies - Nov.		
	'90 Clerks' Institute	1,000.00	
01-31-91	Purchase M/M Acct. Cks.	10.00	
02-01-91	Alice Vandiver, Secretary		
	Expenses attending		
	Ed.Com. 01/18/91.	100.62	
02-05-91	Gail Busbey, President-		
	Elect - Expenses attending		
	Ed.Com. Meeting 01/18/91.	154.85	
03-27-91	U. S. Postmaster - Mobile		
	Clerk's Chatter	95.00	
03-29-91	Gail Busbey, President-Elect		
	Mileage for attending		
	District I Clerk's Meeting	30.00	
04-15-91	45th IIMC Conference-Michigan		
	John Baker-Reg. Fee	350.40	
05-04-91	Gail Busbey		
	Clk. of Year Selection		
	Com. Lunch	\$ 61.56	
	Mileage (230)	<u>59.80</u>	121.36
05-04-91	Jimmy Smith Jewelers		
	(4 plaques - Clk's. Day)	122.24	
05-17-91	Lakepoint State Park Resort		
	(Statement-Clerks' Day)	3,038.44	
05-20-91	Mark Mayfield, Presentor		
	Clks. Program-ALM	1,500.00	
05-30-91	Checks Purchased M/M Acct.	10.00	
06-01-91	John L. Baker -President's		
	Expenses IIMC Meeting	617.50	
06-05-91	Gail Busbey - Officer		
	Travel - Deliver Plaque	54.60	
06-05-91	Jimmy Smith Jewelers -		
	Clerk's Day Plaque	27.95	
07-15-91	U. S. Postmaster - Mobile	95.00	
07-15-91	JMR Sports - Replacement		
	Plaque - Sharon Enfinger	15.00	
08-26-91	Gail Busbey - Officer Travel,		
	IIMC Reg.III Planning		
	Meeting - Mobile	300.63	
10-16-91	Alice Vandiver - Officer		
	Travel IIMC Reg.III Plan.		
	Session - Montgomery	<u>101.40</u>	<u>- 8,050.88</u>

BALANCE ON HAND M/M ACCOUNT ..... \$ + 3,679.92  
 CERTIFICATE OF DEPOSIT #13143 ... + 21,000.00  
 TOTAL FUNDS AVAILABLE ..... \$ 24,679.92

SPECIAL SPONSOR RECOGNITION:

Two Engineering firms - listed alphabetically ESA, Inc. (Engineering Service Associates) and Goodwyn, Mills & Cawood, Inc. - very graciously picked up tab for one evening each of Disc Jockey for dance music for two evenings. These sponsors paid directly to Lynn Ramsey & Associates for these services. Cost for each evening was \$250. Please acknowledge their sponsorship with a "special thank you" and handshake sometime during the meeting.

RUBY E. KENNEDY, Treasurer

# ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS

## MINUTES OF MEETING

**DATE:** April 3, 1995  
**TIME:** 7:30 a.m.  
**PLACE:** Hilton Hotel, Huntsville, Ala.

The meeting was called to order by Mr. Steve Eason, President. The invocation was given by Linda Crump, Hoover, Ala.

President Eason drew for several door prizes.

President Eason introduced those seated at the head table for the breakfast business meeting. He specifically recognized Mr. Chuck Hagood, Chairman of the Education Committee, and Mrs. Margery Price, past IIMC President.

President Eason mentioned that Mrs. Catherine Sarris, Alabaster, Ala, had resigned as Clerk for the City of Alabaster. He noted that Mrs. Sarris was serving as President-Elect of our association. As a result of her resignation, the officers and past two presidents of the association were notified of a meeting that was held on January 20th to appoint someone to fill this vacancy. As a result of that meeting officers for the 1995 year are as follows:

Steve Eason, President  
Gail Duffey, President-Elect  
Linda Crump, Secretary  
Kim Wright, Treasurer

President Eason recognized Linda Crump, Secretary. Mrs. Crump stated she had tried to get with Mrs. Sarris to get the minutes of the November, 1994 meeting but had not been successful. At this time she presented minutes of that meeting for consideration. Mrs. Sarah Mays, Pleasant Grove, made a motion to approve the minutes as presented. This motion was seconded by Ms. Alice Vandiver, Phil Campbell. On voice vote the motion carried unanimously.

Mrs. Kim Wright presented a Treasurers report. (A copy of this report is attached to and made a part of these minutes.) She stated that dues statements had been placed at each table and asked these be paid as quickly as possible. Mr. Chuck Hagood, Huntsville, made a motion to approve the financial report as presented. This motion was seconded by Mrs. Mignon Bowers, Athens. On voice vote the motion carried unanimously.

President Eason reminded everyone of the IIMC meeting to be held in Louisville, Kentucky, May 21 - 25. He encouraged everyone to attend if possible.

Mr. Chuck Hagood, Chairman of the Education Committee, recognized the members of this committee.

Ms. Gail Busby, Redistricting Committee, gave a report on the proposal to change some of our district lines for the association. She presented two maps showing possible new lines. One was based on the House Districts and the other on the Senate Districts. She stated these maps would be left in the Clerk's Hospitality room at the Hilton. She encouraged everyone to come by and review them and put any comments in writing to this committee.

Ms. Busby asked that anyone who planned to attend the IIMC meeting in Louisville let she or President Eason know as they would like to try to get together while at the meeting.

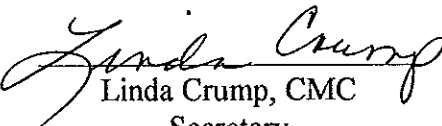
President Eason stated that Clerk's Day would be held June 23 & 24 in Gulf Shores. This will be held at the Gulf Shores Civic Center. He noted there is no particular host hotel and everyone would be responsible for their reservations. Ms. Renee Ray, City Clerk, Gulf Shores, will be glad to help anyone if they have any questions.

President Eason stated he had appointed the Clerk of the Year Committee. The members are Jo Bates, Chairman, Duane Stevenson, and Jackie Lipscomb. He asked that each district contact Gail Duffey and let her know who the district director is in order to get information out to everyone concerning Clerk's Day. The form for nominations for Clerk of the Year will be sent to the director. The deadline for these forms to be forwarded to Ms. Jo Bates is May 31st.

President Eason reported he would like to have a committee of volunteers to work toward a new pictorial directory for the association. He noted he would like to see some type of loose-leaf binder directory which would allow the addition or deletion of pages as any changes are made. This would result in a consistently current directory. He asked that anyone willing to work on this project contact him.

President Eason asked if there were any comments or questions from the floor. There were none.

After the presentation of a door prize the business meeting was adjourned to the first session of the League meeting.

  
Linda Crump, CMC  
Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS  
POST OFFICE BOX 429  
ANDALUSIA, ALABAMA  
November 18, 1992

Period Covered: 01/01/92 Through 10/31/92

01/01/92	Received from Treasurer, Rube E. Kennedy	\$ 25,460.53
	Purchased 315 days C.D. Colonial Bank of Andalusia @ 4.25%	- 20,000.00
	Opened Money Market Account	\$ 5,460.53

RECEIPTS:

Interest	\$ 594.31
Membership Dues	4,585.00
Membership Directories	510.00
Miscellaneous Revenue	10.00
TOTAL RECEIPTS:	\$ 5,699.31

EXPENDITURES:

Officers Travel	954.45
President-IIMC	407.00
Postage	387.80
Clerk's Day	1,760.94
Miscellaneous	205.41
Special Projects	550.00
League Meeting Breakfast	1,024.92
TOTAL EXPENDITURES:	\$ 5,290.52

EXCESS OF RECEIPTS OVER EXPENDITURES	408.79
BALANCE ON HAND M/M ACCOUNT	5,869.32
ADD: CERTIFICATE OF DEPOSIT	20,000.00
TOTAL FUNDS AVAILABLE	\$ 25,869.32

ROLAND CARTER, TREASURER



ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS & ADMINISTRATORS  
MONTGOMERY CIVIC CENTER  
MONTGOMERY, ALABAMA  
REGULAR MEETING - MAY 17, 1993 - 8:00 A.M.

The breakfast meeting was called to order at 8:00 a.m. on May 17, 1993, at the Riverroom of the Montgomery Civic Center, by AAMCA President, Alice Vandiver, who also presided as Chairperson of the meeting.

Invocation was given by Linda Crump.

Minutes of the November 19, 1992, regular meeting were presented by Secretary Roland Carter, upon which motion was made by Martha Elrod, and seconded by Doris Roten, to approve the minutes as presented. Upon being put to a vote, the minutes were unanimously approved.

President Vandiver announced that door prizes would be given at various times during the meeting, and that the individual would have to be present to win.

A verbal Treasurer's Report was given by Catherine Sarris. A motion was made by Hugh Mitchell and seconded by Martha Elrod to accept the Treasurer's Report as presented. The motion was unanimously passed.

The following Committees made reports of their activities:

Education Committee  
Sponsorship Committee  
Scrapbook Committee  
Membership Committee  
Membership Directory Committee  
Special Events Committee

Secretary Roland Carter announced that after this year, he would be dropping out of the Officers' Ranks, and would not be able to seek election for the President-Elect. He then encouraged members to seek election for the officer's position in order to keep the leadership of the Association strong. He thanked the membership for allowing him to serve as an officer for two (2) years and cited time restraints on his personal and professional life as reasons for dropping out of the Officers' Ranks.

President Vandiver then stated that all business had been completed and upon a motion being duly made and seconded, declared the meeting adjourned at 8:50 a.m.

ROLAND CARTER, CMC  
Secretary

ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS & ADMINISTRATORS  
P. O. BOX 277  
ALABASTER, ALABAMA 35007  
OCTOBER 31, 1993

PERIOD COVERED: 3/16/93 through 10/31/93

03/16/93 Received from Treasurer, Roland Carter \$21,603.60

RECEIPTS:

Interest	\$ 264.91
Membership Dues	5,950.00
Pictorial Directories	75.00
AAMCA Pins	10.00
Sponsors: Alabama League Convention - Montgomery- Hospitality	2,246.59
Sponsors: Clerk's Institute - Birmingham - November	<u>4,900.00</u>

TOTAL RECEIPTS: + 13,446.50

EXPENDITURES:

Clerk's Day - Plaques	\$ 190.00
Clerk's Day - President's gifts -- 6 @ \$50.00	300.00
Donation - John Burton Fund	500.00
Postage	100.00
President to IIMC Convention - Orlando, FL	1,355.57
Pictorial Directories - Olan Mills	1,875.00
Alabama League Convention - Montgomery - Hospitality Room	
Clerks' Breakfast	1,811.90
Executive Officers Meetings	
Mileage	621.78
Food (including lunches for all officers)	372.07
Hotel	<u>98.66</u>

TOTAL EXPENDITURES - 7,224.98

BALANCE ON ACCOUNT \$27,825.12

*Catherine C. Sarris, Treasurer*

Highlighting Hint

Before you use a highlighting marker on an important document, note the color you're using. Why? Some colors do not photocopy well. For example, areas highlighted in yellow photocopy as black blocks, making it virtually impossible to read what's underneath.

Instead, use another color (blue usually works well). Since there are so many colors on the market and copiers differ, you're smart to test any colored pen on a sample before using it on an important document.

Source: Dartnell's 9 to 5

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS

1993 BUDGET-PROPOSED

ANTICIPATED REVENUE:

MEMBERSHIP DUES	\$ 6,000.00
INTEREST ON INVESTMENTS	1,000.00
CLERK'S DAY	2,500.00
SPONSORS-ANNUAL MEETING	4,000.00
MEMBERSHIP DIRECTORIES	-0-
MISCELLANEOUS REVENUE	100.00
TRANSFER FROM RESERVES	8,400.00

TOTAL ANTICIPATED REVENUE \$ 22,000.00

ANTICIPATED EXPENDITURES:

CLERK'S DAY	\$ 4,500.00
ANNUAL MEETING	3,500.00
MEMBERSHIP DIRECTORIES	1,000.00
PRINTING	1,000.00
POSTAGE	1,500.00
OFFICERS' TRAVEL	1,800.00
COMMITTEE MEETINGS	1,500.00
IIMC-PRESIDENT	1,800.00
SCHOLARSHIPS	1,000.00
PRESIDENT'S PLAQUE	100.00
BURTON FUND	500.00
MCEF (IIMC EDUCATION FUND)	200.00
MISCELLANEOUS	1,000.00
SPECIAL PROJECTS	1,500.00
LEAGUE BREAKFAST	1,100.00

TOTAL ANTICIPATED EXPENDITURES \$ 22,000.00

## REVENUES

INTEREST ON INVESTMENTS HAS BEEN BASED ON AN AVERAGE OF 4% FOR THE YEAR.

CLERKS' DAY WILL BE A NET EXPENSE OF APPROXIMATELY \$2000.00

MEMBERSHIP DIRECTORIES HAVE NOT BEEN PAID FOR YET, BUT THE REVENUES HAVE ALREADY BEEN REALIZED IN 1992.

## EXPENDITURES:

CLERKS' DAY AND ANNUAL MEETING EXPENSES BASED ON PRIOR YEARS' EXPENSES.

PRINTING INCLUDES COST OF HANDBOOKS FOR EACH MEMBER.

POSTAGE FOR CLERK'S CHATTER AND INCIDENTAL POSTAGE NEEDS.

OFFICER'S TRAVEL TO COVER EXPENSES OF EXECUTIVE COMMITTEE TRAVEL ON ASSOCIATION BUSINESS.

COMMITTEE MEETINGS TO COVER EXPENSES INCURRED IN COMMITTEE MEETINGS. INCREASED TO COVER COSTS OF PROFESSIONAL DEVELOPMENT COMMITTEE WORKING ON PROPOSED LEGISLATION FOR MUNICIPAL CLERKS.

IIMC PRESIDENT- AAMCA PRESIDENT TO ATTEND IIMC ANNUAL CONFERENCE IN ORLANDO.

SCHOLARSHIPS. DUE TO IIMC SCHOLARSHIP AVAILABILITY AND BURTON FUND SCHOLARSHIPS, THIS FUND HAS NOT BEEN NEEDED. BUT, WE SHOULD HAVE FUNDING AVAILABLE FOR SCHOLARSHIPS FOR OUR MEMBERS IF OTHER FUNDS ARE NOT AVAILABLE.

ANNUAL APPROPRIATIONS TO BURTON FUND AND MCEF PREVIOUSLY ADOPTED BY AAMCA RESOLUTION.

MISCELLANEOUS- EXPENDITURES THAT CAN BE APPROVED BY THE PRESIDENT ON AN AS NEEDED BASIS.

SPECIAL PROJECTS-EXPENDITURES THAT CAN BE APPROVED BY THE EXECUTIVE COMMITTEE ON AN AS NEEDED BASIS.

LEAGUE BREAKFAST- BUSINESS MEETING AT LEAGUE CONVENTION.

AGENDA  
AAMCA BUSINESS MEETING  
NOVEMBER 18, 1993

1. Call to Order
2. Invocation
3. Approval of Minutes, May meeting
4. Committee Reports
  - A. Treasurer's Report, Catherine Sarris
  - B. Education Committee, Kim Wright
  - C. Sponsorship Committee, Gail Duffey
  - D. Clerk's Day Committee, Richard Smith/Glenda Morgan
  - E. Scrapbook Committee, Frankie Petree
  - F. Membership Directory Committee, Gail Duffey
  - G. Special Events Committee, Linda Howell
  - H. Budget Committee, Linda Crump
  - I. Mentor Committee, Evelyn Phillips
  - J. District Directors
5. Old Business
6. New Business
7. Adjourn





**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS**

**1994 BUDGET-PROPOSED**

**ANTICIPATED REVENUE:**

Membership Dues	\$ 5,000
Interest on Investments	400
Clerk's Day	3,000
Sponsors - Annual Meeting	5,000
Miscellaneous Revenue	100
Transfer from Reserves	<u>7,200</u>

**TOTAL ANTICIPATED REVENUE**

**\$ 20,700**

**ANTICIPATED EXPENDITURES:**

Clerk's Day	\$ 5,000
Annual Meeting	3,500
Postage	1,500
Officers' Travel	1,800
Committee Meetings	1,500
IIMC Annual meeting - President	2,000
Scholarships	1,000
President's Plaque	100
Burton Fund	500
MCEF (IIMC Education Fund)	200
Miscellaneous	1,000
Special Projects	1,500
League Breakfast	<u>1,100</u>

**TOTAL ANTICIPATED EXPENDITURES**

**\$ 20,700**

*file*

## ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS

### MINUTES OF MEETING

November 17, 1994

The Alabama Association of Municipal Clerks and Administrators met for a business meeting on November 17, 1994 at the Sheraton, Highway 280, Birmingham, Ala. The meeting was called to order by the President, Sarah Mays, Pleasant Grove, Ala.

The invocation was given by Mrs. Johnnie Myers, Eldridge, Ala.

President Mays reported that the 1996 Officers for the AAMCA were as follows:

President:	Steve Eason - Florence
President Elect:	Catherine Sarris - Alabaster
Secretary:	Gail Duffey - Scottsboro
Treasurer:	Linda Crump - Hoover

President Mays stated the minutes of the May 23, 1994 meeting held in Mobile, Ala. had been presented to the membership for approval. On motion duly made and seconded the minutes were approved.

Mr. Steve Eason, stated the minutes of the May, 1994 meeting held in Mobile reflected that the minutes of the November, 1993 meeting held in Birmingham had been approved. He noted this was an error and those minutes have not been approved. At this time a motion and second were made to approve the minutes of the November, 1993 meeting as well as correct the minutes of the May, 1994 meeting. The motion carried unanimously.

President Mays called for reports from the various Committees. The Committees and chairpersons are as listed:

Treasurer's Report	- Gail Duffey
Education Committee	- Thelma Moon
Sponsorship Committee	- Gail Duffey
Clerk's Day Committee	- Judy Flippo
Scrapbook Committee	- Frankie Petree
Budget Committee	- Mignon Bowers
Mentor Committee	- Evelyn Phillips
Membership Committee	- Martha Elrod
Professional Status Committee	- Kim Wright
Election Committee	- Linda Humber
District Directors Reports	
Retirees List	- Mary Reynolds



Mr. Chuck Hagood presented the proposed budget for 1995. A motion was made and seconded to approve the budget as presented. The motion carried unanimously.

Mrs. Linda Humber, Chairperson of the Election Committee, presented rules and procedures for the election of officers. (A copy of these rules and regulations are attached to and made a part of these minutes). A question was brought from the floor as to why the names of the candidates for office would not be published in the Clerk's Chatter prior to election. It was noted that a Chatter was not always printed before that time and it was felt that section should be removed. A motion was made and seconded to approve the Rules and Procedures for Election of Officers as presented. This motion carried unanimously.

President Mays reported the 1995 IIMC Regional Meeting would be held in St. Petersburg, Florida in January. She reported the 1996 Regional Meeting would be held in North Carolina, and the 1997 Regional Meeting would be held in Huntsville, Ala.

There being no further business the meeting was adjourned.

CATHERINE C. SARRIS

Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS**

**RULES AND PROCEDURES FOR ELECTION OF OFFICERS**

**I. INTRODUCTION**

**SECTION 1. ESTABLISHMENT OF RULES**

In accordance with the provisions of the Constitution of the Alabama Association of Municipal Clerks and Administrators, the following rules and procedures for election of officers are established for the information and guidance of its membership.

**SECTION 2. QUALIFIED VOTERS**

Any one (1) Active Member from a City or Town will be allowed to vote. An Active Member is described as a member who is currently employed in Municipal Government and who has all dues currently paid in full.

**SECTION 3. QUALIFICATIONS OF CANDIDATES AND OFFICES TO BE FILLED**

Any Active Member in good standing is eligible to hold office.

The officers of the Association consists of President, a President-Elect, Secretary, and Treasurer. The **President-Elect, Secretary, and Treasurer shall be elected by the membership.** The President-Elect shall automatically take the position of President the year immediately following the year served as President-Elect.

**SECTION 4. TIME AND PLACE OF ELECTION**

The election shall be conducted during the Fall General Meeting at the Clerks Training Institute each year. The actual date of the election will be announced in the October's Clerks Chatter.

**SECTION 5. QUALIFICATION REQUIREMENTS AND DEADLINE**

After January 1st of each year, any active member may state their desire to run for **one** of the three offices by notifying in writing a member of the Election Committee (this committee is appointed by the President).

The deadline to qualify shall be October 1st of the same year.

**SECTION 6. VOTERS LIST**

A list of qualified voters will be furnished by the Treasurer to the Election Committee on the first day of the Clerk Training Institute. Only the names of the **qualified voters present** will

appear on the voters list and be allowed to vote.

Although there may be more than one qualified active member from a City or Town, only one vote will be allowed, and that vote will be the Municipal Clerk or other active member designated by the Municipal Clerk.

#### **SECTION 7. METHOD ON VOTING**

It will be at the discretion of the Election Committee which of the following methods is used for voting:

- a) Paper Ballots
- b) Electronic Machines
- c) Other approved voting method used in the State of Alabama

#### **SECTION 8. ELECTION RESULTS, INSTALLATION, AND TERMS OF OFFICE**

It shall require a plurality of the vote for each office to be declared the winner. If more than two (2) candidates are seeking the same office and no one receives a majority of the votes, a run-off will be had for the top two (2) candidates. If there is a tie in the run-off, the winner shall be determined by drawing of lots.

Elected Officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning January 1st through December 31st, or until their successors have been duly elected and installed.

If there is no candidate for an office or if an elected officer is unable to complete their term, a replacement shall be appointed by a committee composed of the new President, any new officers elected, and two immediate past presidents.

Presented by Linda T. Humber, C.M.C. and Jo Bates, C.M.C.  
Election Committee 1994.

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS**

**1995 BUDGET - PROPOSED**

**ANTICIPATED REVENUE:**

Membership Dues	\$ 8,000.00
Interest on Investments	500.00
Clerk's Day	6,000.00
Sponsors - Annual Meeting	5,000.00
Miscellaneous Revenue	100.00
Transfers from Reserves	<u>1,400.00</u>

**TOTAL ANTICIPATED REVENUE**

**\$ 21,000.00**

**ANTICIPATED EXPENDITURES:**

Clerk's Day	\$ 6,000.00
Annual Meeting	3,500.00
Postage	1,500.00
Officers' Travel/Committee Meetings	1,500.00
IIMC Annual Meeting-President	2,000.00
Scholarships	1,000.00
President's Plaque	200.00
Burton Fund	500.00
MCEF (IIMC Education Fund)	200.00
Miscellaneous	600.00
Special Projects	2,500.00
League Breakfast	1,500.00

**TOTAL ANTICIPATED EXPENDITURES**

**\$21,000.00**

# ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS

## MINUTES OF MEETING

**DATE:** April 3, 1995  
**TIME:** 7:30 a.m.  
**PLACE:** Hilton Hotel, Huntsville, Ala.

The meeting was called to order by Mr. Steve Eason, President. The invocation was given by Linda Crump, Hoover, Ala.

President Eason drew for several door prizes.

President Eason introduced those seated at the head table for the breakfast business meeting. He specifically recognized Mr. Chuck Hagood, Chairman of the Education Committee, and Mrs. Margery Price, past IIMC President.

President Eason mentioned that Mrs. Catherine Sarris, Alabaster, Ala, had resigned as Clerk for the City of Alabaster. He noted that Mrs. Sarris was serving as President-Elect of our association. As a result of her resignation, the officers and past two presidents of the association were notified of a meeting that was held on January 20th to appoint someone to fill this vacancy. As a result of that meeting officers for the 1995 year are as follows:

Steve Eason, President  
Gail Duffey, President-Elect  
Linda Crump, Secretary  
Kim Wright, Treasurer

President Eason recognized Linda Crump, Secretary. Mrs. Crump stated she had tried to get with Mrs. Sarris to get the minutes of the November, 1994 meeting but had not been successful. At this time she presented minutes of that meeting for consideration. Mrs. Sarah Mays, Pleasant Grove, made a motion to approve the minutes as presented. This motion was seconded by Ms. Alice Vandiver, Phil Campbell. On voice vote the motion carried unanimously.

Mrs. Kim Wright presented a Treasurers report. (A copy of this report is attached to and made a part of these minutes.) She stated that dues statements had been placed at each table and asked these be paid as quickly as possible. Mr. Chuck Hagood, Huntsville, made a motion to approve the financial report as presented. This motion was seconded by Mrs. Mignon Bowers, Athens. On voice vote the motion carried unanimously.

President Eason reminded everyone of the IIMC meeting to be held in Louisville, Kentucky, May 21 - 25. He encouraged everyone to attend if possible.

Mr. Chuck Hagood, Chairman of the Education Committee, recognized the members of this committee.

Ms. Gail Busby, Redistricting Committee, gave a report on the proposal to change some of our district lines for the association. She presented two maps showing possible new lines. One was based on the House Districts and the other on the Senate Districts. She stated these maps would be left in the Clerk's Hospitality room at the Hilton. She encouraged everyone to come by and review them and put any comments in writing to this committee.

Ms. Busby asked that anyone who planned to attend the IIMC meeting in Louisville let she or President Eason know as they would like to try to get together while at the meeting.

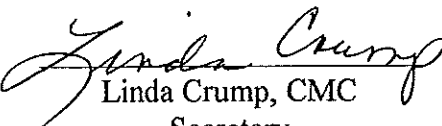
President Eason stated that Clerk's Day would be held June 23 & 24 in Gulf Shores. This will be held at the Gulf Shores Civic Center. He noted there is no particular host hotel and everyone would be responsible for their reservations. Ms. Renee Ray, City Clerk, Gulf Shores, will be glad to help anyone if they have any questions.

President Eason stated he had appointed the Clerk of the Year Committee. The members are Jo Bates, Chairman, Duane Stevenson, and Jackie Lipscomb. He asked that each district contact Gail Duffey and let her know who the district director is in order to get information out to everyone concerning Clerk's Day. The form for nominations for Clerk of the Year will be sent to the director. The deadline for these forms to be forwarded to Ms. Jo Bates is May 31st.

President Eason reported he would like to have a committee of volunteers to work toward a new pictorial directory for the association. He noted he would like to see some type of loose-leaf binder directory which would allow the addition or deletion of pages as any changes are made. This would result in a consistently current directory. He asked that anyone willing to work on this project contact him.

President Eason asked if there were any comments or questions from the floor. There were none.

After the presentation of a door prize the business meeting was adjourned to the first session of the League meeting.

  
Linda Crump, CMC  
Secretary

# ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

## MINUTES OF MEETING

**DATE:** May 20, 1996  
**LOCATION:** Sheraton Civic Center Hotel, Birmingham, AL

The meeting was called to order at 8:30 a.m. by Vice-President Linda Crump. The invocation was given by Euel Fountain. During breakfast door prizes were presented and the head table was introduced.

The Secretary's Report was presented. A motion to approve the minutes of the November 16, 1996 meeting was made by John Baker, and seconded by Chuck Hagood. On voice vote the motion carried unanimously.

The Treasurer's Report was then presented. A motion to accept the report as presented was made by Judy Flippo, and seconded by Roland Carter. This motion was also approved unanimously by voice vote.

Chuck Hagood, Education Chair then recognized the members of this committee and thanked them for their dedication in planning educational sessions.

Lena Kennamur then announced that Clerk's Day would be June 28-29 at Guntersville State Park. Billy Blackwell advised that nomination forms should be returned to Sara Mays by June 10, 1996.

Gail Busby and Chuck Hagood reported that they had experienced some problems with clerks located south of Birmingham receiving The Clerk's Chatter. They requested that anyone who has not been receiving the newsletter to contact them.

Steve Eason reported that James Rose and Alice Vandiver will be sending out questionnaires and that pictures may be taken for an expandable picture directory at the November meeting.

Lisa McCants advised that applications for the Mentor Program were available in the exhibit hall. She also updated members on fund raising efforts for the IIMC International Conference scheduled for Mobile in 1998.

Other committee reports were presented by Mary Lee Reynolds-Retiree Committee; Johnny Wires-Scrapbook Committee; Betty Kelley-Budget Committee and Alice Vandiver-Hospitality Committee.

District Directors in attendance then reported on their activities since our last meeting. There being no other business to come before the Association, the meeting was adjourned on a motion by Steve Eason.

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS**

**PROPOSED BUDGET**

**1996**

**ANTICIPATED REVENUE:**

Membership Dues	\$6,000.00
Corporate Sponsorship-Annual Meeting	5,000.00
Clerk's Day Registration Fees	3,000.00
Corporate Sponsorship-Clerk's Day	2,000.00
Interest	500.00
Miscellaneous	100.00
Cash In \$2,500 Certificate of Deposit for 1998 IIMC Convention	2,500.00

**TOTAL ANTICIPATED REVENUE: \$19,100.00**

**ANTICIPATED EXPENDITURES:**

Clerk's Day	\$5,000.00
University of Alabama-Annual Meeting	3,000.00
Postage	900.00
Officer's Travel	1,000.00
IIMC Annual Meeting-President	2,000.00
President's Placque	100.00
Breakfast 1996 League Convention	1,100.00
1996 League Convention	2,000.00
Scholarships	1,000.00
Miscellaneous	500.00
1998 IIMC Planning Committee Appropriation	2,500.00

**TOTAL ANTICIPATED EXPENDITURES \$19,100.00**



ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

TREASURER'S REPORT  
AS OF NOVEMBER 21, 1996

Opening Balance as of November 14, 1995: \$22,680.29

REVENUE:

Membership Dues - 1995	\$ 1,335.00
Membership Dues - 1996	8,080.00
Registrations - Clerks' Day	3,345.00
Interest - 1995	109.68
Interest (through 8/30/96)	686.14
Clerk's Pins	30.00
Sponsorships - League Conf.	1,100.00
Sponsorships - Clerk's Day	1,075.00
Sponsorships - November Inst.	4,300.00
Expense Reimbursements	649.33

TOTAL REVENUES \$20,710.15

EXPENDITURES:

Funeral Spray/Plaque-Dorothy Sue Bell	\$ 133.91
President's Plaque - 1995	37.00
IIMC Convention Committee-1998 Mobile	2,500.00
Clerk's Chatter - Postage/Printing	765.94
IIMC Conference - President Expenses	1,892.88
IIMC Education Fund (1995 contribution)	200.00
Burton Endowment Fund (1995 contribution)	500.00
IIMC Education Fund (1996 contribution)	200.00
Burton Endowment Fund (1996 contribution)	500.00
Bank Fees	51.78
Contributions	150.00
Clerk's Institute, B'ham - 1995	150.00
League Convention Expenses	4,531.59
Clerk's Day Expenses	4,843.88
Clerk's Day Registration Refunds	285.00
IIMC Region III - 1997 Meeting	1,000.00
Miscellaneous Expenses	241.54
President's Gift - 1996	100.58

TOTAL EXPENDITURES \$18,084.10

Closing Balance as of November 21, 1996 \$25,306.34

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The Association has a \$2,500 CD on deposit with a maturity date of 12/8/97.

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS**

**MINUTES OF BUSINESS MEETING**

**MAY 19, 1997**

The breakfast and business meeting of the Alabama Association of Municipal Clerks and Administrators was held at 8:00 a.m. on this date in the Embassy Suites Hotel during the Alabama League of Municipalities Convention in Montgomery, Alabama. The meeting was called to order by President-elect Kim Wright, Russellville. Kim announced that President, Linda Crump, Hoover, Secretary Renee Ray, Gulf Shores, and Treasurer, Glenda Morgan, Mobile, along with many other Clerks from the state were attending the International Institute of Municipal Clerks Conference in Buffalo, New York.

Kim stated Tommy Pow had asked her to remind everyone to sign the "sign-in" sheets at each training session in order to receive attendance credit.

Alice Vandiver, Phil Campbell, moved to appoint Wanda Parris, Gulf Shores, as Acting Secretary; seconded by Steve Eason, Florence. The motion was unanimously carried on voice vote.

Allison Akins, Madison, moved to approve the minutes as submitted for the November 21, 1996 AAMCA meeting held in Birmingham, Alabama at the Sheraton Perimeter Hotel; seconded by Chuck Hagood, Huntsville. The motion was unanimously carried on voice vote.

**COMMITTEE REPORTS:**

**a) Clerk's Day - Sarah Mays, Pleasant Grove**

Jefferson County will host Clerk's Day '97 in Gulf Shores on June 20 - 21. Registration information was distributed. A 50's Gala Event will be held Saturday evening and everyone was encouraged to wear their poodle skirts ponytails, and practice the hula hoop.

**b) Clerk of the Year Committee - Glenda Cox, Chairman, Irondale**

Clerk Of The Year will be announced during Clerk's Day evening activities planned for Saturday, June 21, 1997 in Gulf Shores. Nominations should be submitted by District Directors to Glenda Cox, Chairman, Clerk of the Year Committee by Monday, June 2, 1997.

**c) 1997 Region III IIMC Meeting in Huntsville - Chuck Hagood, Huntsville**

Very good conference. 84 conference registrations (Alabama - 41, Georgia - 16, South Carolina - 7, North Carolina - 12, Florida - 8). \$11,360 revenue, \$10,145 spent, \$1,215 turned in to Treasurer.

**d) 1998 IIMC Convention to be held in Mobile - Lisa McCants, Mobile**

As a continued fund raising effort in preparation for the 1998 IIMC Convention, Lisa will be accepting silent auction bids on a crystal cutglass vase and candy dish. Winner to be announced.

Door Prize - \$50 - won by Linda Champion, Eufaula.

**e) Education Committee - Angela Filmore, Daleville**

First committee meeting was held in February in the basement of the Alabama League of Municipalities during a tornado. Suggestions for future training welcome.

**f) Membership - Betty Kelly, Opp**

Please pay your annual dues. Notices to be sent to all unpaid members.

**g) Mentor - Tommy Langham, Bay Minette**

We are all mentors because we all help each other any time we are called upon for information and support. Tommy offered to assist anyone with a problem if they would call.

**h) Election Committee - Velma Gober, Wetumpka**

No report.

**i) Sponsorship - Diane Barnett, Citronelle**

Sponsors will be in place by November. Not to worry.

**j) Scrapbook - Frankie Petree, Hodge**

Please send articles of interest which can be included in the scrapbook to Frankie at Town of Hodge.

**k) Picture Album - Barbara Wester, Rainbow City**

Sarah Mays, Pleasant Grove, reported, in Barbara's absence, that plans were being formulated to create a picture directory for AAMCA. Information sheets will be sent to each Clerk. Photographer will be present at the November, 1997 meeting.

**l) Clerk's Chatter - Allison Akins, Madison**

On behalf of Gail Busby, Decatur, and Chuck Hagood, Huntsville, Allison requested any information, awards, problems, input, etc. appropriate for the Clerk's Chatter be passed along to one of them for possible inclusion in an upcoming newsletter.

Door Prize - \$50 - Judy Flippo, Graysville

President-elect Kim Wright announced that the Clerk's Hospitality Room would be open this afternoon. Thank you to Linda Champion, Eufaula, and Alice Vandiver, Phil Campbell, for taking on the big responsibility of setting up the room and hosting the Clerks and visitors each day.

## REPORTS FROM DISTRICT DIRECTORS:

- 1) District I Joe Hamilton, Littleville - Regular meeting held.
- 2) District II Marie McCluskey, Berry - Have not been meeting.
- 3) District III Peggy Bates, Pelham - No report.
- 4) District IV Shirley Henson, Oxford - Meetings held quarterly. \$200 sent to Glenda Morgan, Mobile, to help with expenses for the upcoming IIMC 1998 Conference. Nomination made for Clerk of the Year from District IV.
- 5) District V Linda Van den Bosch, Greenville - No report.
- 6) District VI Toni McKelvey, Monroeville - Met in April. Nominated Clerk of the Year.
- 7) District VII Patricia Wambles, Level Plains - Jeannie Phillips, Enterprise, is the new Director of District VII. Meetings held quarterly.
- 8) District VIII Tommy Langham, Bay Minette - Meetings held quarterly. Nomination made for Clerk of the Year.

Lisa McCants, Mobile, thanked everyone for the funds donated from each district for the 1998 IIMC Convention.

- 9) District IX No report.
- 10) District X Harold Gordon, Alexander City - Met in April. Kathy Riddle, New Site, is the new Director.
- 11) District XI Judy Shelton, Priceville, no longer Clerk. New Director is Joann Beeler, Good Hope.
- 12) District XII Gail Duffey, Scottsboro - Quarterly meetings held on first Monday of quarter in Scottsboro.
- 13) District XIII Glenda Cox, Irondale - Monthly meeting held. Jane Hazelbrook, Fultondale, nominated for 1997 Clerk of the Year.
- 14) District XIV Renee Pringle, York, appointed as new Director.

Door Prize - \$50 - Jackie Lipscomb, Robertsdale.

## OTHER BUSINESS - None

Door Prize - \$50 - Mary Lynn Williams, Spanish Fort.

Alice Vandiver, Phil Campbell, moved to adjourn the meeting; seconded by Steve Eason, Florence. There being no further business to come before the Association, the meeting was adjourned at 8:40 a.m.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

PROPOSED BUDGET

1997

ANTICIPATED REVENUE:

Membership Dues	\$ 7,500.00
Corporate Sponsorship-Nov. Annual Meeting	5,000.00
Clerk's Day Registration Fees	3,000.00
Corporate Sponsorship-Clerk's Day	1,500.00
Corporate Sponsorship-League	1,500.00
Sponsorship on Region III	3,500.00
Registration for Region III	10,000.00
Interest	600.00
Miscellaneous	100.00

TOTAL ANTICIPATED REVENUE \$32,700.00

ANTICIPATED EXPENDITURES:

Clerk's Day	\$ 4,500.00
November Annual Meeting	3,000.00
Clerk Chatter-Postage	1,200.00
Region III Meeting	13,500.00
Officer's Travel	1,000.00
IIMC Annual Meeting-President	2,000.00
President Plaque	150.00
1997 League Convention	3,650.00
IIMC Scholarship	200.00
John Burton Fund Scholarship	500.00
Miscellaneous	500.00
1998 IIMC Planning Committee Appropriation	2,500.00

TOTAL ANTICIPATED EXPENDITURES \$32,700.00

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
Minutes of Business Meeting May 4, 1998

The AAMCA met in the Mobile Ballroom at the Adam's Mark Hotel, Mobile, Alabama, at the Alabama League of Municipalities. The President, Kimberly Wright, called the meeting to order at 8:25 AM.

Renee Ray-Moore presented the minutes from the previous meeting in Birmingham. Motion was made and seconded to approve the minutes.

Paula Smith presented the Treasurer's report. The balance in our account is \$25,783.83. The report was approved.

Angelia Filmore gave a report from the Education Committee. February 27, at the Alabama League of Municipalities Headquarters, the committee met. The committee wants to have feedback from the members. Plans are begun for the November 1998 meeting. Angelia asks that the members let the committee know what they want in order to meet their needs.

Kim then gave the names of the persons approved for scholarships to the International Institute of Municipal Clerks meeting in Mobile May 1998: Lea M. Allen, Town of Hurtsboro; Lynette Ogden, Town of Millport; Johnnie Wyers, Town of Eldridge; Martha Cato, City of Valley; Mary Lynn Williams, City of Spanish Fort; Karen Duncan, Town of Mulga; Sue Raper, Town of Vina; David L. Cohen, City of Sylacauga; Linda Jennings, City of Satsuma.

Glenda A. Morgan gave a report on the upcoming IIMC conference in Mobile. One-day registration is available for those who can come for one day only. Door prizes are needed. Bag and registration packet assembly will begin on the fourteenth for those who can be there early. Volunteers from Mobile will be used as much as possible on assignments to leave the clerks free to attend the sessions. Check with Glenda or her staff for assignments when you arrive.

Discussion was held about Clerk's Day. Since we are having the Alabama League of Municipalities and the IIMC meetings in Mobile, it will probably be difficult to justify attending another meeting. A survey will be done to see if there is enough interest to have Clerk's Day.

Nominations for Clerk of the Year were presented: District 1, Kim Wright; District 2, Bonnie Garner; District 4, Brett Morrison; District 13, Thelma Moon; District 6, Evelyn Webb; District 12, Gail Duffy; District 7, Jeanie Phillips; District 10, Martha Cato; District 11, Ann Maddox; District 14, Vicki Taylor. Selected as Clerk of the Year was Gail Duffy, City Clerk of Scottsboro. Since Gail was unable to be present, Carolyn Camp of Albertville will take her plaque to her.

Announcements were made about the possibility of moving the meeting place of the November meeting in 1999 to another facility. There are size constraints at the present meeting place in Birmingham. There were also some problems with the Sheraton Perimeter that caused us to look at another possibility. No decision will be made definitely without hearing from the membership. The 1998 meeting is already scheduled for Birmingham.

Judy Flippo presented a check in the amount of \$727 from District 13 for the IIMC Conference.

Slips were passed out for door prizes. The lucky winner of \$50 was Cheryl Hall of Linden; of \$25, Diane Hodgson of Adamsville.

The meeting was adjourned for the morning session.

Respectfully submitted,

Glenda A. Morgan  
Secretary



**AGENDA**  
**Alabama Association of Municipal Clerks & Administrators**  
**Business Meeting**  
**November 19, 1998**  
**Sheraton Perimeter Hotel**

1. Presentation of minutes of previous meeting - Glenda Morgan, Secretary
2. Presentation of Treasurer's Report - Paula Smith, Treasurer
3. Other Business
4. Election
  - Location of 1999 Institute
  - Officers (if necessary)

Adjourn

**MINUTES OF AAMCA MEETING  
NOVEMBER 19, 1998  
SHERATON PERIMETER  
BIRMINGHAM, ALABAMA**

Ms. Kim Wright brought the business meeting to order.

Ms. Glenda Morgan submitted minutes of the meeting of May 4, 1998. Motion was made by Steve Eason to approve, second was by Joe Hamilton.

Ms. Paula Smith submitted the Treasurer's financial report. Motion was made by Ms. Judy Flippo to approve, second was by Steve Eason.

The first name for the door prize of a scholarship to the Region III meeting was drawn. The lucky winner was Bernie Wall.

Ballots were passed out for a vote for the location of the 34<sup>th</sup> Municipal Management Institute. Since it will be the year before election, the attendance at the Institute is expected to be greater as it has proven to be in the past. We need a larger facility when we have a larger group. The selections were Sheraton Civic Center in Birmingham, Perdido Beach Resort in Orange Beach, Sheraton Perimeter in Birmingham, or "other."

The ballot results were as follows: Sheraton Civic Center, 29; Perdido Beach Resort, 64; Sheraton Perimeter, 9; alternate suggestions, 9.

Announcements were made about the concurrent sessions to be held in the afternoon.

Thanks were given to Ms. Mignon Bowers for her help in getting corporate sponsors for the receptions and entertainment for the meeting.

Other winners of door prizes at later times were: scholarships for the Region III meeting –Gary Mosley, Shirley Hensen, Bertha Wilson, Lucille Galin, Cathy Larrimore, and Carol Middleton. The winners of software from DataQuest were Cathy Dickerson and Sharon Humphrey.

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF NOVEMBER 19, 1998**

**BALANCE AS OF DECEMBER 31, 1997** **\$28,070.32**

**REVENUE:**

1997 Dues Received from Glenda Morgan	255.00
1998 Dues & Pins (January - October)	6,225.00
1998 Hoe Down	900.00
Reimburesment from Check #1009	50.00

**EXPENSES:**

	Checks Ordered	-13.25
Check #0091	Stamper	-6.69
#1001	Office Depot	-18.33
#1002	Local Government Revenue Enhancement	-155.98
#1003	IIMC Convention Committee	-5,481.30
#1004	IIMC Registration (President)	-420.00
#1005	Meeting (Paula Smith)	-64.27
#1006	Postmaster	-70.60
#1007	Office Depot	-4.31
#1008	Custom Trophy	-605.01
#1009	Door Prizes ALM	-300.00
#1010	IIMC Convention (President)	-35.00
#1011	Postmaster	-12.00
#1012	City of Gulf Shores	-410.00
#1013	City of Spanish Fort	-420.00
#1014	City of Satsuma	-480.00
#1015	Town of Vina	-420.00
#1016	City of Sylacauga	-420.00
#1017	Town of Mulga	-420.00
#1018	Town of Eldridge	-420.00
#1019	Kimberly Wright IIMC Convention	-1,104.45
#1020	ALM Convention	-2,103.05
#1021	Town of Millport	-420.00
#1022	City of Valley	<u>-420.00</u>

**TOTAL EXPENSES** **\$-14,224.24**

	\$21,276.08
Check # 1010 (Not Cashed)	<u>+35.00</u>

**BALANCE AS OF NOVEMBER 19, 1998** **\$21,311.08**

**MINUTES OF AAMCA MEETING  
APRIL 12, 1999  
HUNTSVILLE HILTON  
HUNTSVILLE, ALABAMA**

The meeting was called to order by President Renee' Ray-Moore.

All first time attendees were recognized.

Secretary Glenda Morgan submitted minutes of the meeting of November 19, 1998 for approval. Motion was made by Ms. Sarah Mays and seconded by Mr. Chuck Haygood, and upon the roll being called the vote was unanimous.

Treasurer Kathy Larrimore submitted a report dated April 10, 1999 for approval. Motion was made by Mr. Chuck Haygood and seconded by Mr. Steve Gibbs, and upon the roll being called the vote was unanimous.

Ms. Kathy Larrimore Chairperson for the Clerk's Day Committee made the following report: Clerk's Day will be held in Gulf Shores, June 25 and 26, 1999. A block of rooms has been secured at the Gulf State Park Gulf Hotel. The room rate will be \$95.00 per night single/double. Registration will be held at the Gulf Shores Civic Center .

Ms. Gail Duffey, Chairperson for the Clerk of the Year Committee made the following report: Each district is being asked to submit the name of one nominee for Clerk of the year. The deadline for submitting names is June 4, 1999.

All inactive districts were asked to become active.

Mr. Ricky Williams recognized all sponsors.

Door prizes were given out.

Mr. Chuck Haygood was given a big thank you for the breakfast for the annual meeting.

This was the first year attendees were required to sign sign-in sheets for classes.

Motion was made by Ms. Gail Dufy and seconded by Ms. Judy Flippo to adjourn.

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

TREASURER'S REPORT  
AS OF APRIL 10, 1999

Opening Balance as of November 17, 1998: \$20,582.42

REVENUE:

Membership Dues 1999	\$65.00
Sponsorships - November Institute	\$4,800.00
Sponsorships - League Conference	\$1,750.00

TOTAL REVENUES \$27,197.42

EXPENDITURES:

IIMC Region III - Scholarships	\$1,715.06
IIMC Region III - President Expenses	\$1,207.23
Burton Endowment Fund	\$500.00
IIMC Education Fund	\$200.00
Clerk's Institute - Birmingham 1998	\$1,514.63
League Conference Expenses	\$286.25
IIMC - Video Contribution	\$200.00
IIMC Conference - Scholarships	\$425.00

TOTAL EXPENDITURES \$5,948.17

Closing Balance as of April 10, 1999 \$21,249.25

The Association has a \$2,500 CD on deposit with a maturity date of 12/8/99.

ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS

BUSINESS MEETING  
NOVEMBER 18, 1999

AGENDA

1. Call to Order
2. Invocation
3. Recognition of First Time Attendees
4. Approval of Minutes of April 1999 Business Meeting
5. Approval of Treasurer's Report
6. Other Business
7. Announcements
8. Adjourn

**MINUTES OF AAMCA MEETING  
NOVEMBER 16, 1999  
PERDIDO BEACH RESORT  
ORANGE BEACH, ALABAMA**

The meeting was called to order by Renee Ray-Moore.

All first time attendees were recognized and encouraged to continue attending meetings.

Paula Smith, Secretary, submitted minutes of the meeting of April 12, 1999 for approval. Motion was made by Angela Filmore and seconded by Martha Elrod, and upon the roll being called the vote was unanimous. The minutes were approved as submitted.

Cathy Larrimore submitted the Proposed Treasurer's Report for approval. Motion was made by Mary Lynn Williams and seconded by Ruth Martin, and upon the roll being called the vote was unanimous. The Proposed Treasurer's Report was approved as submitted.

The location of the annual meeting to rotate between various cities, instead of remaining in one location. The meeting to be held November, 2000 will be at the Sheraton, Birmingham. Ruth Martin made a motion which was seconded by Alice Vandiver that the AAMCA Annual Institute be held in Birmingham one year and rotated to Orange Beach the next year and continue in that manner until the Association decides they want to go forward in another direction, and upon the roll being called the vote was unanimous. Tommy Pow, Director was directed to proceed in the manner voted upon.

Glenda Morgan made a proposal to the Association. She asked for the Association's support in the possibility of placing a bid for the year 2004 IIMC Conference to be held in Mobile. The conference was held last year in Mobile. She had to go ahead and make a commitment without the vote of the Association, but still needs to know she has the support of the Association for the bid. Money is needed to go toward expenses incurred for the bid. The bidding will take place before the Board of Directors December 4th, in San Antonio, Texas. The City of Mobile will be paying the expenses of those needing to go, but there will be other things such as the reception, and a gift. A request was made for \$750.00 from the membership for the reception and gift. Glenda Morgan made a motion which was seconded by Martha Elrod to have the Association pay the \$750.00 needed, and upon the roll being called the vote was unanimous. The Association agreed to pay the \$750.00 requested.

Renee thanked all sponsors. Ricky Williams was recognized for having worked on sponsorship this year solo.

Johnnie Wyers was recognized as the keeper of the scrapbook. The book was available for review at the election's table during the afternoon.

All afternoon sessions were to be held in the Ballroom.

The Band Tribute will be performing tonight following the Banquet.

The Presidents asked for the names of attendants for the National League of Cities Conference (NLC) that will be held in Los Angeles, California.

The Region III meeting will be held January 14-16, 2000 in Orlando, Florida.

Door Prizes were given out at lunch. Ten agendas were placed on each table, one green agenda and one white agenda with a ☺. The recipient of the smiley face won the door prize. Two door prizes will be awarded this evening, one or two tonight and one tomorrow morning.

The Polls were opened immediately after lunch. Participants were encouraged to register at the polls for the remaining door prizes to be given away.

The Alabama League of Municipalities Convention will be held in Birmingham, May 20-23, 2000. The IIMC Annual Conference will be held in Rotterdam, The Netherlands, May 21-25, 2000.

The IIMC Annual Conference will be held 2001 in Kansas City.

The IIMC Annual Conference will be held 2002 in San Antonio, Texas.

The IIMC Annual Conference will be held 2003 in Columbus, Ohio.

The Candidates for the Treasurer position were recognized:

Toni McKelvey - Monroeville and Bob Schuman - Opelika

A motion was made by Toni McKelvey and seconded by Cathy Larrimore that Paula Smith be elected by acclimation to the position of President Elect.

A motion was made by Diane Barnett and seconded by Mary Lynn Williams that Cathy Larrimore be elected by acclimation to the position of Secretary.

IIMC and MCEF are offering scholarships for the Clerk's Institute. Please pick up applications. \$10,000.00 was returned to the Foundation because no Clerks applied.

Handout was given of e-mail addresses for Clerks.

Motion was made by Wanda Parrish and seconded by Mary Lynn Williams to adjourn.



ALABAMA ASSOCIATION OF MUNICIPAL CLERKS ADMINISTRATORS  
1999 TREASURER'S REPORT

BEGINNING BALANCE 01/01/99 \$ 22,967.79

REVENUE:

MEMBERSHIP DUES 1999	\$ 6,600.00	
SPONSORSHIPS		
Clerk's Institute - Birmingham	\$ 900.00	
Clerk's Institute - Orange Beach	\$ 4,200.00	
ALM Conference	\$ 2,000.00	
CLERK'S DAY	\$ 8,123.00	
 TOTAL REVENUE		\$ 21,823.00

EXPENDITURES:

BURTON ENDOWMENT FUND	\$ 500.00	
IIMC EDUCATION FUND	\$ 200.00	
IIMC - Video Contribution	\$ 100.00	
IIMC Region III - Charleston, SC	\$ 2,922.29	
IIMC Conference - Ottawa	\$ 3,925.05	
IIMC - Bid on 2004 Convention	\$ 750.00	
Clerk's Institute - Orange Beach	\$ 1,062.54	
ALM Conference - Huntsville	\$ 1,199.23	
Clerk's Day - Orange Beach	\$ 7,367.94	
Administrative fees	\$ 170.03	
1998 Municipal Clerk's Institute	\$ 2,662.35	
 TOTAL EXPENDITURES		\$ 20,859.43

ENDING BALANCE 12/31/99 \$ 23,931.36

AGENDA  
AAMCA BUSINESS MEETING  
May 22, 2000

- I. CALL TO ORDER
- II. INVOCATION
- III. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.

General Business Meeting, November 16, 1999

- IV. TREASURER'S REPORT
- V. COMMITTEE REPORTS
  - A. Education Committee
  - B. Clerk's Day
  - C. Clerk of the Year Nominations
  - D. News for President's letter
  - E. Legislative Committee
  - F. Scrapbook Committee
  - G. Sponsorship Committee

VI. REPORTS FROM DISTRICT DIRECTORS

- |               |               |
|---------------|---------------|
| District I    | District IX   |
| District II   | District X    |
| District III  | District XI   |
| District IV   | District XII  |
| District V    | District XIII |
| District VI   | District XIV  |
| District VII  |               |
| District VIII |               |

- VII. RECOGNITION OF CORPORATE SPONSORS
- VIII. RECOGNIZE FIRST TIME ATTENDEES
- IX. OTHER BUSINESS
- X. ADJOURN

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF BUSINESS MEETING  
BIRMINGHAM-JEFFERSON CONVENTION COMPLEX  
BIRMINGHAM, ALABAMA**

**MAY 22, 2000**

Secretary Cathy Larrimore called the meeting to order at 8:00 a.m. The invocation was given by Ricky Williams. During breakfast door prizes were presented and the head table was introduced.

Cathy announced that President Glenda Morgan, President-Elect Paula Smith and Past President Renee Ray-Moore along with several other clerks from the state were attending the International Institute of Municipal Clerks Conference in Rotterdam.

The minutes of the April 12, 1999 meeting in Huntsville were submitted for approval. Motion to approve was made by Chuck Hagood, and seconded by Billy Blackwell. On voice vote the motion carried unanimously.

Treasurer Toni McKelvey submitted the treasurer's report for approval. Motion to approve was made by Lynette Ogden, and seconded by Ruth Martin. On voice vote the motion carried unanimously.

**COMMITTEE REPORTS**

**A. Education Committee – Karen Duncan, Mulga**

Cathy Larrimore announced that Tommy Pow had asked her to remind everyone to sign the "sign-in" sheets at each training session in order to receive attendance credit.

**B. Clerk's Day**

Clerk's Day will be the weekend of June 9-11 in Mobile. A block of rooms has been set aside at the Adams's Mark Hotel.

**C. Clerk of the Year Nominations**

Clerk of the Year will be announced at the November meeting in Birmingham. Districts were asked to submit their nominee to Glenda Morgan and to contact her for the guidelines and application forms.

**D. News for President's letter**

Cathy Larrimore announced that Glenda is doing a President's letter in lieu of a newsletter at this time. If anyone had news or information they would like included, send to Glenda Morgan in Mobile.

**E. Legislative Committee - Catherine Livingston, Priceville**

Members were provided a copy of the Constitution of the AAMCA revised through November 1991. Secretary Cathy Larrimore announced that if anyone would like to recommend any changes to the constitution to contact Catherine Livingston to bring before the next meeting.

**F. Scrapbook Committee – Johnnie Wyers**

Everyone was asked to send articles of interest which can be included in the scrapbook to Johnnie.

**G. Sponsorship**

Anyone having suggestions for sponsors were asked to contact Glenda Morgan.

All inactive districts were asked to become active.

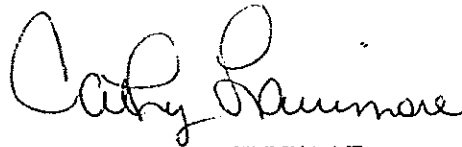
Secretary Cathy Larrimore recognized the breakfast sponsors and expressed appreciation for their continued support.

First time attendees were recognized.

Treasurer Toni McKelvey reminded members who had not paid their dues to please do so. She announced that new AAMCA pins were available at \$10.00 each and if anyone was interested in purchasing one to contact her.

Secretary Cathy Larrimore asked if there were any comments or questions from the floor. There were none.

After the presentation of a door prize the business meeting was adjourned.



**Cathy Larrimore, CMC/AEE  
Secretary**

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
2000 TREASURER'S REPORT**

**BEGINNING BALANCE 01/01/00** **\$ 23,931.36**

**REVENUE:**

MEMBERSHIP DUES 2000	\$	8,085.00
INTEREST EARNED	\$	59.25
ALM Conference	\$	1,050.00
Income from Pin Sales	\$	650.00

**TOTAL REVENUE** **\$ 9,844.25**

**EXPENDITURES:**

League Convention - Birmingham	\$	1,788.26
IIMC Conference - Rotterdam	\$	4,200.00
IIMC Region III - Orlando	\$	400.00
Administrative fees	\$	369.97
AAMCA Pins	\$	509.00

**TOTAL EXPENDITURES** **\$ 7,267.23**

**ENDING BALANCE 5/19/00** **\$ 26,508.38**

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MINUTES OF BUSINESS MEETING  
SHERATON PERIMETER HOTEL  
BIRMINGHAM, ALABAMA

NOVEMBER 16, 2000

The meeting was called to order at noon on November 16, 2000, at the Birmingham Sheraton Perimeter Hotel by President, Glenda Morgan. AAMCA President Morgan presided at the meeting.

Secretary Cathy Larrimore submitted the minutes of May 22, 2000 for approval. Motion to approve was made by Karen Duncan, and seconded by Paula Smith. On voice vote the motion carried unanimously.

Treasurer Tony McKelvey submitted the treasurer's report for approval. Motion to approve was made by Judy Flippo, and seconded by Cathy Larrimore. On voice vote the motion carried unanimously.

President Morgan expressed appreciation to all those who served as committee members for the 2000 year, as well as chairpersons Karen Duncan, Education Committee; Johnnie Wyers, Scrapbook Committee; Lisa Carroll, Clerk's Day Committee; Diane Barnett and Geniece Johnson, Nominating Committee; Shirley Henson, Clerk of the Year Committee; Janice Wilhite, Legislative Committee.

Nominations for Clerk of the Year were presented: District I, Joe Hamilton; District X, Martha Cato; District XII, Carolyn Camp; District XIII, Linda Crump; District XIV, Vickie Taylor, Demopolis. Clerk of the Year will be announced at this evening's dinner.

President Morgan announced the results of the election for the 2001 officers as follows:

Paul Smith, President  
Cathy Larrimore, President-Elect  
Tony McKelvey, Secretary  
Shirley Henson, Treasurer

President Morgan stated that IIMC has asked that all associations consider increasing their contribution to the Scholarship Fund. Motion to increase the donation from \$200 to \$500 was made by Cathy Larrimore, and seconded by Chuck Hagood. On voice vote the motion carried unanimously.


President Morgan stated that the Legislative Committee was looking at two proposed changes to the by-laws: (1) having two Clerks' of the Year, a small city and a large city Clerk of the Year; and (2) allow Deputy Clerks and/or Assistant Clerks to pay one-half the dues of the Clerk, since they do not have voting privileges. Glenda explained that the Legislative Committee would continue to study the proposed changes and would notify the membership if the changes would be voted on in May in Montgomery.

President Morgan reminded everyone of the Region III meeting in Ashville, North Carolina, January 14 - 16, 2001.

President Morgan stated that Alabama would be hosting the IIMC Region III meeting in 2002. She said that Mobile is willing to host the meeting, if it is the desire of the membership. Motion to hold the Region III meeting in Mobile was made by Tony McKelvey, and seconded by Lynette Ogden. On voice vote the motion carried unanimously.

President Morgan asked if there were any comments or questions from the floor. There were none.

After the presentation of door prizes the business meeting adjourned to the first session of the Alabama League of Municipalities meeting.

  
\_\_\_\_\_  
Cathy Larrimore, CMC  
Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
2000 TREASURER'S REPORT**

**BEGINNING BALANCE 01/01/00** **\$ 23,931.36**

**REVENUE:**

MEMBERSHIP DUES 2000	\$	8,235.00
INTEREST EARNED	\$	210.21
ALM Conference - Sponsors	\$	1,050.00
Income from Pin Sales	\$	810.00
AAMCA Conference Sponsors	\$	850.00
Clerk's Day	\$	100.00

**TOTAL REVENUE** **\$ 11,255.21**

**EXPENDITURES:**

League Convention - Birmingham	\$	1,788.26
IIMC Conference - Rotterdam	\$	8,447.41
IIMC Region III - Orlando	\$	744.90
Administrative fees	\$	763.80
AAMCA Pins	\$	509.00
Clerk's Day - Mobile	\$	2,500.00

**TOTAL EXPENDITURES** **\$ 14,753.37**

**ENDING BALANCE 11/14/00** **\$ 20,433.20**



**ALABAMA ASSOCIATION OF MUNICIPAL CLERK & ADMINISTRATORS  
MINUTES OF BUSINESS MEETING  
EMBASSY SUITES  
MONTGOMERY, ALABAMA**

**MAY 21, 2001**

Vice President Cathy Larrimore called the meeting to order. Invocation was given by Geniece Johnson. During breakfast three door prizes were presented.

The minutes of the business meeting as held in Birmingham, Alabama on November 16, 2000 were presented and read. Steve Eason moved that the minutes be approved as presented. The Motion was seconded by Mary Lynn Williams and unanimously adopted.

No treasurer's report was submitted.

**Committee Reports**

**A. Education Report – Mary Lynn Williams**

Mary Lynn Williams asked for suggestions for educational programs for the annual meeting in November.

**B. Clerk's Day – Diann Hodgson**

Diann announced that registration forms for Clerk's Day 2001 were placed on each table.

This year Clerk's Day will be held in Birmingham at the Sheraton Downtown on July 13 – 14.

**C. Clerk of the Year Nominations – Martha Cato**

Nominations for Clerk of the Year have been submitted. The committee will evaluate the nominations and announce the 2001 Clerk of the Year at Clerk's Day.

**D. Scrapbook – Johnny Wyers**

Johnnie Wyers encouraged clerks to send her information and photos. She asked that news articles on municipal clerks printed in local papers be sent in to be included in the scrapbook.

**E. Sponsorship – Ricky Williams**

Ricky Williams asked each clerk to thank our sponsors for hosting the breakfast.

**F. Election Committee – Sue Raper**

No report.

**G. Newsletter Committee – Toni McKelvey**

Toni McKelvey announced that the second quarter “The Clerk’s Chatter” was placed on each table. Everyone attending the breakfast will not be mailed a copy to save on postage, so please take one after the breakfast. Anyone with suggestions on articles or items that they would like to see in “The Clerk’s Chatter,” please let her know.

**H. Cookbook Committee – Toni McKelvey**

Glenda Morgan who is attending the International Institute for Municipal Clerks convention in Kansas City, MO, asked that everyone send her at least one recipe. The committee has decided on a three ring binder hard cover cookbook, which will cost \$12.00. The section dividers in the cookbook contain photos of state attractions, so anyone wishing to promote their city should send a photo of a town attraction to Glenda. Orders are being taken for cookbooks now; order forms were placed on each table.

**District Reports**

**A. District VII**

Josephine Gullage from Midland City has been very ill. Martha Elrod asked everyone to remember her in his or her prayers.

**B. District VIII**

Geniece Johnson announced that Tommy Langham is retiring to care for his wife who is very sick. Members of District VIII have been working with Glenda on the cookbook.

Cathy Larrimore thanked the following sponsors of the breakfast and asked that company representatives stand to be recognized: Local Government Revenue, Alatax, Elections System & Software, Municipal Risk Management, Municipal Code Corporation and CDG Engineers.

First time attendees were recognized. More door prizes were awarded.

Cathy Larrimore stated that at the Business Meeting in November the Legislative Committee was asked to consider two changes to the by-laws. The first change would be to have two “Clerks of the Year,” one from a large city and one from smaller cities. The request to consider this change was rescinded. The second change would reduce the AAMCA dues for deputy clerks to half the clerk’s rate, because member deputy clerks do not receive the right to vote. The members will vote on this change in November.

The Annual Clerk’s Convention will be held at the Perdido Beach Resort November 14 – 16. CMC and Advance certification classes will be held in Tuscaloosa on

August 8 – 10. Mobile will host the IIMC Region III conference on January 24 – 26, 2002. Anyone interested in serving on a committee for the conference should contact Glenda Morgan.

Cathy Larrimore asked if there were any comments from the floor. Toni McKelvey announced that AAMCA dues are payable in January of each year. If you have not paid your dues for 2001, please take a due's for from your table as you leave.

After the presentation of two door prizes, the meeting was adjourned.

Toni McKelvey,  
CMC Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS  
MINUTES OF BUSINESS MEETING  
PERDIDO BEACH RESORT  
ORANGE BEACH, ALABAMA**

**NOVEMBER 2001**

The Alabama Association of Municipal Clerks & Administrators met for a business meeting on November 15, 2001 at the Perdido Beach Resort in Orange Beach, Alabama. The meeting was called to order by President Paula Smith.

Invocation was given by Ricky Williams.

The minutes of the business meeting as held in Montgomery, Alabama on May 21, 2001 were presented and read. Renee Moore moved that the minutes be approved as presented. The motion was seconded by Mary Lynn Williams and unanimously adopted.

Shirley Henson, treasurer, reported that the current balance in the bank account is \$17,194.30. All Clerk's Day expenses were paid with funds from sponsorships and registration fees.

Paula Smith thanked the District XIII clerks who planned and prepared the Clerk's Day program especially the clerks who served as co-chairs.

**Election Committee Report**

Sue Raper, Election Committee Chairperson, presented the following nominations for officers for 2002: Toni McKelvey, President-elect; Shirley Henson, Secretary; Mary Lynn Williams, Treasurer. Glenda Morgan moved that the officers be approved by acclamation. The motion was seconded by Renee Moore and unanimously adopted by the membership.

**IIMC Scholarship Fund**

Cathy Larrimore moved that AAMCA donate \$500.00 to the IIMC Scholarship Fund. The motion was seconded by Mary Lynn Williams and unanimously adopted.

**AAMCA Denim Shirts**

Paula Smith presented a denim shirt with the AAMCA logo. All clerks paying their membership dues before January 1, 2002 will receive a denim shirt. After January 1, the shirts will be sold for \$20.00. Shirts should be available at the Region III meeting in Mobile in January. A new AAMCA lapel pin is being designed. The pins should be available for sale in January.

**Region III Meeting in Mobile**

Glenda Morgan announced that the Region III meeting will be held in Mobile on January 24 - 26, 2002. Registration forms are available for anyone who has not

received them by mail. She said that she would need door prizes and items for goodie bags rooms are still available at the Radison for people who want to stay the night. Sponsors are needed; if anyone knows of a business interested in sponsoring the meeting, please let her know.

Glenda Morgan moved that AAMCA advance \$3,000.00 toward Region III expenses which will be reimbursed once registration fees are paid. The motion was seconded by Martha Elrod and unanimously adopted.

#### **Clerk's Cookbook**

The new cookbook will be available in January at a cost of \$12.00 plus \$2.00 for shipping.

#### **IIMC Convention in San Antonio**

Rence Moore reported on the IIMC Convention in San Antonio May 19 – 23, 2002. Registration packages have been mailed. She encouraged clerks who plan to attend to send in the housing registration as soon as possible.

#### **Certificate of Deposit**

Toni McKelvey, Secretary, advised that when Catherine Sarris was treasurer she invested funds in a Certificate of Deposit in SouthTrust Bank. The bank is in possession of the certificate, and in order for AAMCA to cash the certificate, the association must adopt a resolution authorizing the current treasurer and president to access the funds.

Gail Busby moved that the membership adopt a resolution authorizing President Paula Smith and Treasurer Shirley Henson to redeem the certificate of deposit. The motion was seconded by Gail Duffy and unanimously adopted.

#### **Door Prizes**

Johnnie Wyers and Glenda Cox received paid registration to the Region III meeting in Mobile. Gwyn Howard received a door prize donated by a sponsor.

There being no further business, the meeting was adjourned at 1:15 P.M.

Toni L. McKelvey  
Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS**  
**MINUTES OF BUSINESS MEETING**  
**APRIL 15, 2002**  
**MOBILE, ALABAMA**

The Alabama association of Municipal Clerks & Administrators met for a business meeting on April 15, 2002 at the Adam's Mark Hotel in Mobile, Alabama. The meeting was called to order by President Cathy Larrimore.

The minutes of the business meeting held in Orange Beach, Alabama on November 15, 2001 were presented. Renee Moore moved that the minutes be approved as presented. The motion was seconded by Paula Smith and unanimously adopted.

Mary Lynn Williams, treasurer, presented the treasurer's report and reported that 260 members had paid their dues, which amounted to 66% of the membership paid. Motion was made by Toni McKelvey to approve, seconded by Diane Barnett and unanimously adopted.

**Committee Reports**

- A. Sponsorship – Diann Barnett  
Diann Barnett asked each clerk to thank our sponsors for hosting the breakfast.
- B. Education – Gail Busbey  
Gail Busbey said a recommendation from the Legislative committee to get the Districts more active and that District 13 is very active and a good example.
- C. Clerk of the Year Nominations – Linda Crump  
Linda announced that Clerk's Summer Conference 2002 will be held in Orange Beach June 28-29 and forms for nomination for Clerk of the Year should have been received by District Directors.
- D. Scrapbook – Johnnie Wyers  
Johnnie encouraged clerks and District Directors to send her information and photos to be included in the scrapbook.
- E. Newsletter Committee – Toni McKelvey  
Toni asked that anyone with suggestions on articles or items that they would like to see in the "The Clerk's Chatter," please send them to her and that cookbooks are for sell at the exhibit hall at the Clerk's booth.
- F. Legislative Committee – Martha Cato  
Martha Cato suggested that the way we look at the "Clerk of the Year" nominees needs to be redone to make it more equal by size of city, accomplishments and years as clerk. That career accomplishments, not year accomplishments should receive more consideration. Martha said that there are no active guidelines set out in the procedure for consideration of nominees and that more recognition such as

press releases to the newspaper and the Alabama Municipal Journal should be sent recognizing this honor.

**District Reports**

- A. District X  
District X is very active and meets every quarter.
  
- B. District XIII  
District XIII meets on a monthly basis.
  
- C. District XI  
District XI is trying to get on their District started.

Cathy Larrimore recognized the sponsors of the breakfast and asked that the company representatives stand to be recognized.

First time attendees were recognized. Door prizes were awarded.

Cathy Larrimore announced the following dates: IIMC Annual Conference May 19-23, San Antonio, Texas; Clerks' Summer Conference, Orange Beach, June 28-29; Municipal Clerk's Certification Training Institute and Master Municipal Clerk Academy August 7-9, Tuscaloosa and the Annual Municipal Management Training Institute Clerk's Convention November 20-22 in Birmingham.

Cathy Larrimore announced that Sara Mays, Pleasant Grove, will be retiring June 1 after 33 years of service and Martha Elrod, Gadsden will retire April 30 after 39 years of service.

Cathy Larrimore asked if there were any comments from the floor. After the presentation of door prizes, the meeting was adjourned.

Shirley Henson, CMC  
Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS  
MINUTES OF BUSINESS MEETING  
SHERATON PERIMETER HOTEL  
BIRMINGHAM, ALABAMA

NOVEMBER 21, 2002

The Alabama Association of municipal Clerks & Administrators met for a business meeting on November 21, 2002 at the Sheraton Perimeter Hotel in Birmingham, Alabama. The meeting was called to order by President Cathy Larrimore,

President Cathy Larrimore stated the minutes of the April 15, 2002 meeting held in Mobile, Alabama had been presented to the membership for approval. On motion duly made and seconded the minutes were approved.

Mary Lynn Williams, treasurer, presented a written treasurer's report for approval. On motion duly made and seconded the treasurer's report was approved.

Lynnette Ogden, Election Committee Chairperson, presented the following nominations for officers for 2003: Shirley Henson, President-elect; Mary Lynn Williams, Secretary; Geniece Johnson, Treasurer. On motion duly made and seconded the officers were approved and unanimously adopted by the membership.

President Larrimore presented Gail Busbey, Chair of the Planning Committee a plaque for her work in planning the educational program for the annual meeting.

President Larrimore reported the 2003 IIMC Region III Annual Meeting would be hosted by the Georgia Municipal Clerks and Finance Officers Association on January 15-17, 2003 at Callaway Gardens in Pine Mountain, Georgia

President Larrimore thanked our corporate sponsors for their interest and support of the Alabama Association of Municipal Clerks and Administrators and its education activities.

President Larrimore thanked the District VIII clerks who planned and prepared the Clerk's Day Program in Orange Beach that was held on June 28-29, 2002.

President Larrimore asked if there were any comments from the floor. After the presentation of door prizes, the meeting was adjourned.

Shirley Henson, CMC  
Secretary



**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS**

**TREASURER'S REPORT**

Beginning Balance April 1, 2002 \$20,727.54

**REVENUE:**

Membership Dues 2002	\$ 1,547.00
Sponsorship – League Conference	3,550.00
Summer Conference	3,175.00
Summer Conference Registration	7,340.00
Shirt Sales	914.00
Cookbook Sales	204.00
Pin Sales	160.00
Refund Summer Conference	200.00
<b>TOTAL REVENUES</b>	<b>\$37,817.54</b>

**EXPENDITURES:**

ALM Conference - President's Expenses	\$ 723.13
Conference	3,396.89
IIMC Conference - Scholarships	3,585.00
- State Dinner	600.17
- President's Expenses	2,787.73
Summer Conference	12,621.59
AAMCA	135.00
AAMCA Rhinestone Lapel Pins	1,817.06
Education Committee Business Meeting	110.55
Denim Shirts	2,698.20
Golf Shirts	275.20
President's Letter -	188.80
Paper, Envelopes & Postage	
Notary Stamp	65.00
Postage	68.65
President's Gift	98.31
Miscellaneous -	256.79
Retirees Gifts	
IIMC Auction Gifts & Flowers	
Bank Fees	17.97
<b>TOTAL EXPENDITURES</b>	<b>\$29,446.04</b>

Ending Balance November 18, 2002 \$8,371.50

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS & ADMINISTRATORS  
HILTON HOTEL  
HUNTSVILLE, ALABAMA  
APRIL 28, 2003

Minutes, Regular Meeting, April 28, 2003

PAGE ONE

The Alabama Association of Municipal Clerks & Administrators met Monday, April 28, 2003, at the Hilton Hotel, Huntsville, Alabama. AAMCA President Tony McKelvey presided over the meeting.

Glenda Morgan gave the Invocation.

The minutes of the prior meetings, November 16, 2001, and November 21, 2002, were distributed to each member and the President called for any corrections. Motion was made by Glenda Morgan, seconded by David Cohen to approve the minutes as written. Motion carried unanimously.

Geniece Johnson, Treasurer, distributed the Treasurer's report to each member and the President called for any corrections. Motion was made by Betty Jones, seconded by Peggy Bates to approve the Treasurers report. Motion carried unanimously.

Ricky Williams, Chair of Sponsorships, recognized the sponsors and thanked them for their generosity.

Glenda Morgan, Chair of Education, reported that IIMC was looking for ways to enhance the certification program.

Cathy Larrimore, Chair of Clerk of the Year, reported that next Spring she would be sending out letters to each District President asking for a nominee from their District, and that the recipient of the award would be announced at the Summer Conference.

Gail Duffy and Betty Jones gave a report of the activities planned for the Summer Conference in Guntersville, July 25<sup>th</sup> and July 26<sup>th</sup>, and encouraged everyone to attend.

Johnnie Wyers and Sherry Sanford circulated the scrapbook and asked for more pictures to keep the book up to date.

Diane Barnett announced that she would be retiring and planned to keep the retired Clerks busy.

Districts I -- XIV members gave a brief synopsis of their activities.

President McKelvey recognized the first time attendees.

President McKelvey congratulated Ginger Simpson and Bob Schuman for receiving the title of Certified Municipal Clerk; Glenda Morgan, Cathy Larrimore and Barbara Wester for acceptance into the Second Level Membership of the IIMC Master Municipal Academy; and Lynette Ogden for achieving the title Master Municipal Clerk.

President McKelvey reminded everyone of the Summer Conference meeting in Guntersville, July 25<sup>th</sup> and 26<sup>th</sup>, Certification Training in Tuscaloosa, August 6<sup>th</sup> - 8<sup>th</sup>, and the 38<sup>th</sup> Annual Municipal Management Training to be held November 19<sup>th</sup> - 21<sup>st</sup> in Orange Beach.

President McKelvey asked if there were any comments or questions from the floor. There were none.

After the presentation of door prizes, the meeting was adjourned.

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Mary Lynn Williams, CMC  
Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TRESURER'S REPORT  
AS OF APRIL 25, 2003**

**BEGINNING BALANCE AS OF 1/01/2003** **\$2,384.31**

**DEPOSITS FROM VENDORS:**

ALATAX - 37th AAMCA Management Training 11/2002	300.00
ALATAX - Clerks Breakfast/Huntsville 2003	300.00
Urrutia - Clerks Breakfast/Huntsville 2003	300.00
Local Government - Clerks Breakfast/Huntsville 2003	300.00
Ingenuity, Inc. - Clerks Breakfast/Huntsville 2003	300.00
CDG Engineers - Clerks Breakfast/Huntsville 2003	300.00

**MEMBERSHIP DUES:** 7,130.00

**AAMCA PINS:** 380.00

**COOKBOOK SALES:** 940.00  
     Money collected prior to 2003

**INTEREST INCOME:** 7.72

**SUB-TOTAL INCOME:** 10,257.72

**TOTAL INCOME:** **\$12,642.03**

**EXPENDITURES:**

Macaroni Grill - Education Lunch	195.00
Toni McKelvey - Region III expenses	308.76
City of Monroeville - Region III expenses	99.00
Toni McKelvey - Expenses Planning Summer Conf. '03	272.78
Mary Lynn Williams - IIMC Silent Auction Items 2003	78.07
Petty Cash - Door Prizes/Huntsville 2003	100.00

**BANK FEES:** 45.88

**TOTAL EXPENSES:** 1,097.49

**BALANCE REMAINING AS OF APRIL 25, 2003** **\$11,544.54**

**MINUTES OF BUSINESS MEETING  
NOVEMBER 20, 2003**

The Alabama Association of Municipal Clerks & Administrators met Thursday, November 20, 2003, at the Perdido Resort, Orange Beach, Alabama. AAMCA President Tony McKelvey presided over the meeting.

Dyanne Reese, Region III Director, gave the Invocation.

The minutes of the prior meeting, April 28, 2003, were distributed to each member and the President called for any corrections. Motion was made by Renee Moore, seconded by Gail Busbey to approve the minutes as written. Motion carried unanimously.

Geniece Johnson, Treasurer, distributed the Treasurer's report to each member and the President called for any corrections. Motion was made by Cathy Larrimore, seconded by Diane Barnett to approve the Treasurer's report. Motion carried unanimously.

Ricky Williams, Chair of Sponsorships, recognized that sponsors and thanked them for their generosity.

Sherry Sanford circulated the scrapbook and asked for more pictures to keep the book up to date.

Diane Barnett announced that she would be retiring and recommended establishing membership for the retired clerks.

Glenda Morgan, Chair of Education, reported that IIMC was looking for ways to enhance the certification program.

President McKelvey presented a proposed amendment to the bylaws recommending that retired clerks be allowed to remain as members of AAMCA and pay dues equal to one-half the regular member dues for their cities, and these members would not be allowed to vote on matters pertaining to AAMCA, but would receive other member privileges. Discussion followed.

Motion was made by Ginger Simpson and seconded by Imelda McClellan to amend the Bylaws of AAMCA allowing retired clerks to remain members of AAMCA, pay a flat rate of \$10.00 dues, with member privileges except voting on matters pertaining to AAMC. The motion carried unanimously.

President McKelvey presented a proposed amendment to the Bylaws recommending establishing a separate education fund to be used for education purposes only. Discussion followed.

Motion was made by Shirley Henson and seconded by Geniece Johnson to amend the Bylaws establishing an Education fund to be used exclusively for educational purposes for AAMCA members. A board would be appointed to review scholarship applications from AAMCA members and to award scholarships for training and travel purposes. The motion carried unanimously.

Districts I – XIV representatives gave a brief synopsis of their activities.

President McKelvey recognized the first time attendees.

After the presentation of door prizes, the meeting was adjourned.

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Mary Lynn Williams, CMC  
Secretary

**MINUTES OF AAMCA BUSINESS MEETING  
SHERATON HOTEL, BIRMINGHAM, ALABAMA  
MAY 24, 2004**

Presiding: Toni McKelvey, Past President. The following AAMCA officers were absent due to the 2004 IIMC Conference held in Whistler, Canada, on May 22 – 27, 20004:

Shirley Henson	President	City of Oxford
Mary Lynn Williams	Vice President	City of Spanish Fort
Geniece W. Johnson	Secretary	City of Fairhope

The meeting was called to order at 8:05 a.m. by Toni McKelvey, Past President. Chuck Hagood of the City of Huntsville did the invocation.

Mrs. McKelvey announced that Cornelius Burrows, former City Clerk of Brundidge, had to withdraw his position as 2004 Treasurer of AAMCA due to family illness. Vickie Taylor, City Clerk of the City of Demopolis will complete the remainder of the 2004 Treasurer position. Mayor William Bush with the Coty of Satsuma did the Oath of Office for Vickie Taylor, the new Treasurer.

The minutes of the November 20, 2004, AAMCA meeting were reviewed. Johnnie Wyers with the Town of Eldridge made a motion to accept the minutes as presented. Seconded by David Cohen of the City of Daphne, motion passed unanimously.

Iva Nelson with the Education Committee announced that a meeting with all members of the committee was to be held on Tuesday, May 25, 2004. She also asked all members to stand so that anyone with discussion topics would know who to speak with.

Johnnie Wyers asked all District Directors to pick up forms for “Clerk of the Year” nominations. The deadline for all nominations is June 16, 2004.

Jennifer Sharp announced that the Clerk’s Summer Conference will be held June 25 – 26, 2004, in Oxford, Alabama. The Holiday Inn and Windgate Inn have reserved a block of rooms for the conference.

Johnnie Wyers made a report on the Scrape Book Committee. She asked that any pictures or newspaper ads on clerks be sent to members of that committee to be placed in the scrape book.

Toni McKelvey announced that they’re working on the clerk director from the AAMCA 2003 Winter Conference held in Orange Beach, Alabama. The cost for the directory is \$20.00. She also stated that she may add the Newsletter to the clerk’s email list in order to save postage

The following district reports were given:

**District I** – Steven Easton reported that education training will be done in Littleville by Gail Busbey and that “Clerk of the Year” nomination will be done at the next meeting.

**District II** – Vickie Morrow reported that an election workshop is in progress.

**District III** – No Report.

**District IV** – Iva Nelson reported that quarterly meetings are being held and will continue after the election.

**District V** – No Report.

**District VI** – Debbie Ballard reported that they will meet for clerk nominations and Toni McKelvey stated that an election school is planned.

**District VII** – Billy Blackwell reported that clerk nominations will be done at next meeting. He also asked everyone to tour Ozark’s new complex.

**District VIII** – Lori Bryan announced the death of Torri Brazelle, the City Clerk of the Town of Creola.

**District IX** – No Report.

**District X** – Martha Cato reported that they’ve been active.

**District XI** – Johnnie Wyers announced that they’ve been active, but have postponed meetings until after the election.

**District XII** – Chuck Hagood reported that they meet regularly every quarter and that Ken Smith with the Alabama League of Municipalities recently taught election school for them.

**District XIII** – They’ve been active and they had election school with Ken Smith. They’ve also selected their “Clerk of the Year” nomination.

**District XIV** – Vickie Taylor reported that they meet every quarter and they are planning an election school in June.

Toni McKelvey recognized all first time attendees and advised them to see Treasurer, Vickie Taylor, to join the state association. She also recognized all sponsors, clerks who’ve received their CMC and also those who have moved on to the Master Academy. Toni asked that all advancements be sent to her and she’ll make sure that it’s reported in the Alabama League of Municipalities Newsletter.



There was no old or new business reported. Two \$25.00 cash prizes and two Clerk's Day registrations were given as door prizes.

There being no further business, the meeting was duly adjourned at 9:10 p.m.

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Tryon D. Hoskins, Acting Secretary for  
Geniece W. Johnson, CMC, Secretary  
City of Fairhope, Alabama

Vickie

PRESENTED 05-24-04

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TRESURER'S REPORT  
AS OF NOVEMBER 20, 2003

**BEGINNING BALANCE AS OF 11/20/03** **\$5,965.99**

**INCOME:**

MEMBERSHIP DUES:	8,442.50
AAMCA PINS/COOKBOOK SALES:	695.00
SPONSORSHIP - WINTER CONFERENCE	4,540.00
INTEREST:	20.88
<b>SUB-TOTAL INCOME</b>	<b>13,698.38</b>

**TOTAL INCOME:** **19,664.37**

**EXPENDITURES:**

**OTHER EXPENDITURES:**

Wilkinson Photography - Pictures for Directory	-450.00
Mary Lynn Williams - 2003 Winter Conf. expenses	-584.11
Jamey Crisler - 20023 Winter Conf. Blues Brothers	-1,200.00
Perdido Beach Resort - Blues Brothers Room	-188.70
Toni McKelvey - 2003 Winter Conf. Expenses	-257.10
City of Monroeville - Toni's Registration Fee	-170.00
Town of Eldridge - Overpayment of Dues	-10.00
Sheraton Birmingham - 2004 Clerk's Breakfast	-2,131.27
Petty Cash - Booth at 2004 ALM Conf B'ham	-50.00
Door Prizes - Two \$25.00 prizes - 2004 ALM B'ham	-50.00
Midland City - Returned Check	-34.00
<b>BANK FEES:</b>	<b>-53.06</b>

**TOTAL EXPENDITURES:** **-5,178.24**

**BALANCE AS OF MAY 20, 2004** **\$14,486.13**

**39<sup>th</sup> ANNUAL MUNICIPAL MANAGEMENT  
TRAINING INSTITUTE FOR  
CITY CLERKS AND ADMINISTRATORS  
BUSINESS MEETING MINUTES  
HILTON HOTEL, BIRMINGHAM, ALABAMA  
NOVEMBER 18, 2004**

Presiding: Shirley Henson, Oxford, President  
Mary Lynn Williams, Spanish Fort, Vice President  
Geniece W. Johnson, Fairhope, Secretary and Treasurer

The meeting was called to order at 12:00 p.m. by Shirley Henson, and special guest Dyanne Reese, City Clerk of Savannah, Georgia, and Region III Director gave the invocation.

The minutes of the May 24, 2004, AAMCA meeting were presented. Renee Rae-Moore of Gulf Shores moved to approve the minutes as presented. Seconded by Barbara Wester of Rainbow City, motion passed unanimously.

The Treasurer report as of November 6, 2004 was presented. Johnnie Wyers of Eldridge moved to approve the treasurer report as presented. Seconded by Karen Duncan of Pleasant Grove, motion passed unanimously.

President Henson recognized all first time attendees, Dyanne Reese, CMC, Savannah, GA, Region III Director and asked Mrs. Reese to give a report on the IIMC Board Meeting.

Director Reese reported that the Board has approved a flat annual fee structure. Therefore, the annual fees would no longer be based on population.

Full Members will pay \$100.00 across the board  
Additional Full Members will pay 66% of Full member's fee - \$66.00  
Associate members will pay 50% of Full Member's fee - \$50.00  
Honorary Members will pay 0%  
Retired members will pay 25% of full member's fee - \$25.00  
Corporate members will pay 500% of full member's fee - \$500.00

Director Reese also reported that the Region III Conference would be held in St. Pete Beach, Florida on January 19-21, 2005. The Conference will be held at the Trade Winds Island Grand Beach Resort.

Director Reese gave the following schedule for the upcoming IIMC Conferences:

2005 – St. Paul, Minnesota  
2006 – Anaheim, California  
2007 – New Orleans, Louisiana  
2008 – Atlanta, Georgia

Dale Barstow, Municipal Clerks Education Foundation President, Addresses the city clerks encouraging the city to apply for MCEF Grants Education Scholarships to the IIMC.

Mr. Barstow reported that the MCEF has created a new program to give back to the State Associations. The MCEF Board will approve the application at its annual meeting in May. There will be \$2,000.00 available to create four grants of \$500.00 each for qualifying State Associates.

Mr. Barstow also reported that the MCEF's current balance was approximately \$800,000.00. The MCEF goal is to have \$1,300,000.00 by the end of 2006.

President Henson reported on upcoming Municipal Training Sessions and Conferences:

CMC Training – February 23 – 25, 2005 – Tuscaloosa, AL

MMC Training – August 3 – 5, 2005 – Tuscaloosa, AL

Summer Conference – June 17 – 18, 2005 – Ross Bridge in Hoover, AL

Each District was given an opportunity to report on their district's activities.

The new AAMCA Directories were available at the cost of \$20.00.

President Henson thanked Rickey Williams of Muscle Shoals for working on getting sponsorship for this conference, and thanked each vendor for sponsoring this conference.

Six door prizes from various sponsors were given out.

President Henson announced that two registrations for Region III Conference would be given out as door prizes at the banquet and you must be present to win.

There being no further business, the meeting was duly adjourned at 1:00 p.m.

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Geniece W. Johnson, CMC, Secretary  
City of Fairhope, Alabama

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TRESURER'S REPORT  
AS OF NOVEMBER 06, 2004**

<b>BEGINNING BALANCE AS OF 05/20/04</b>		<b>\$14,486.13</b>
<b>INCOME:</b>		
MEMBERSHIP DUES:	379.50	
CLERKS SUMMER CONFERENCE REGISTRATION	2,800.00	
SPONSORSHIP - CLERKS SUMMER CONFERENCE 2004	3,000.00	
SUB-TOTAL INCOME	6,179.50	
<b>TOTAL INCOME:</b>		<b>20,665.63</b>
<b>EXPENDITURES:</b>		
OTHER EXPENDITURES:		
Mary Lynn Williams - IIMC 2004 Conference Auction	-50.00	
Johnnie Wyers - 2004 Clerk of the Year Plaques	-151.20	
The Shack BBQ - 2004 Clerks Summer Conf. - Oxford	-630.00	
City of Oxford - 2004 Clerk Summer Conf. Supplies	-2,300.74	
Regions - Check Order	-14.55	
Regions - Deposit Slip Books	-21.95	
City of DEMPOLIS - AAMCA Supplies (Files)	-33.64	
Wilkinson Photography - Clerk Directory	-3,270.00	
<b>TOTAL EXPENDITURES:</b>		<b>-6,472.08</b>
<b>BALANCE AS OF SEPTEMBER 30, 2004</b>		<b>\$14,193.55</b>

**MINUTES OF AAMCA BUSINESS MEETING  
HOLIDAY INN SELECT, HUNTSVILLE, ALABAMA  
MAY 23, 2005**

Presiding: Geniece Johnson, President Elect, City of Fairhope. The following AAMCA officers were absent due to the 2005 IIMC Conference held in St. Paul, Minnesota on May 20 – 25, 2005:

Mary Lynn Williams	President	City of Spanish Fort
Denise Jernigan	Secretary	City of Saraland

The meeting was called to order at 8:00 a.m. by Geniece Johnson, President Elect. Chuck Hagood of the City of Huntsville gave the welcome and invocation.

Mrs. Johnson recognized first time attendees and asked existing clerks to team up with them if they should need any help.

The minutes of the November 18, 2004, AAMCA meeting were presented. Ricky Williams of Muscle Shoals made a motion to accept the minutes as presented. Seconded by Chuck Hagood of the City of Huntsville, motion passed unanimously.

Treasurer, Iva Nelson, with the City of Gadsden, presented the Treasurer's Report. Sandra Donahoo of the City of Childersburg made a motion to accept the Treasurer's Report. Seconded by Dana Haines with the Town of Pickard, motion passed unanimously.

The following Committee Reports were presented:

**Sponsorship Committee** – Ricky Williams recognized and thanked all the sponsors for their support.

**Education Committee** – Geniece Johnson asked the clerks to make note of any classes that they would like to have and report back to the Education Committee. She also announced that Ken Smith with the Alabama League of Municipalities would be giving a lecture on the rules for the sunshine law and encouraged them to attend.

**Clerk of the Year Committee** – Geniece Johnson asked that all districts nominating a clerk of the year should complete the clerk of the year nomination form and turn them in to Diane Barnett, retired city clerk for the City of Citronelle, by June 20, 2005.

**Summer Conference Committee** – Geniece informed them that the Clerk's Summer Conference has been moved from Hoover to Mobile at the Radisson Admiral Semmes Hotel on July 22 – 23, 2005. All dues and registration fees must be mailed to Iva Nelson, Treasurer.

**Scrapbook Committee** – Johnnie Wyers with the Town of Eldridge, asked that the clerks mail her any pictures that they would like added to the scrapbook.

**Newsletter Committee** – Geniece informed them that Renee Moore with the City of Gulf Shores would give a report in January 2006. Renee was absent due to attending the IIMC Conference in St. Paul, Minnesota.

The following district reports were given:

**District I** – Ricky Williams – They met three weeks ago and planning next meeting for December to sponsor kids for Christmas. AMIC sponsored their lunch.

**District II** – No Report.

**District III** – Peggy Bates – They've been very active.

**District IV** – Barbara Wester – They try to meet quarterly.

**District V** – No Report.

**District VI** – No Report.

**District VII** – Dana Haines – Meet Quarterly.

**District VIII** – Geniece Johnson – The new director is David Cohen, City of Daphne. District is in the process of trying to meet quarterly. District VIII cities are still battling Hurricane Ivan.

**District IX** – No Report.

**District X** – Martha Cato – Trying to get active. The new director is Harold Powell, Town of Shorter.

**District XI** – Rita Lee – They're in the process of planning a meeting. Rita Lee, City of Hartselle, is the new director.

**District XII** – Betty Jones – They meet quarterly with their last meeting being in March.

**District XIII** – Judy Flippo – They meet monthly and have a very close relationship. She also announced that Peggy Bates, clerk of the City of Pelham, is retiring.

**District XIV** – They have quarterly meetings.

Ricky Williams recognized the following sponsors:

1. Alatax
2. Alabama Municipal Insurance Corporation
3. CDG Engineers & Associates
4. Elections Systems & Software

5. Ingenuity, Inc.
6. Key to City.com
7. Local Government Data Processing Corporation
8. Municipal Code Corporation
9. Regions Bank

Iva Nelson, Treasurer, discussed the AAMCA exhibit booth and asked clerks to volunteer to work the booth.

Geniece stated that the Association is considering changing the name of AAMCA by dropping "administrator" since they have their own association. It will be discussed further at the November 2005 Winter Conference.

Geniece recognized all clerks that have received their CMC. She also presented gifts from Mary Lynn Williams, President, to the following:

Chuck Hagood for his help with the breakfast.  
Ricky Williams for his hard work on the sponsorship committee.  
Iva Nelson for presenting the Treasurer's Report.

Three \$25.00 cash prizes were given as door prizes to the following:

Belinda Ealey, Town of Falkville  
Dorothy Wilson, City of Jacksonville  
Terri Summerlin, City of Weaver

There being no further business, the meeting was duly adjourned at 9:00 a.m.

Tyron D. Hoskins, City of Fairhope  
Acting Secretary for  
Denise Jernigan-Bush, CMC, Secretary  
City of Saraland, Alabama



**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TRESURER'S REPORT  
AS OF FEBRUARY 11, 2005**

**BEGINNING BALANCE AS OF 09/30/04** **\$14,193.55**

**INCOME:**

MEMBERSHIP DUES:	50.00
CLERKS WINTER CONF. 2004 - EXHIBIT BOOTH SALES	1,019.00
SPONSORSHIP - CLERKS WINTER CONFERENCE 2004	3,000.00
SUB-TOTAL INCOME	4,069.00

**TOTAL INCOME:** **18,262.55**

**EXPENDITURES:**

**OTHER EXPENDITURES:**

Talladega Super Speed Way - Clerks Summer Conf. 2004	-70.00 (Tour Bus)
JAMM Entertainment - Clerks Winter Conf. 2004	-500.00
Reg. Fee Region III Conf 2005 - Door Prize at '04 Winter conf.	-125.00 (Lynette Ogden)
Mary Lynn Williams - Gifts for Shirley Henson & Dyanne Reese	-174.70
City of Citronell - Dianne Barnett - IIMC 2004 Registration	-495.00
City of Mobile - Glenda Morgan - IIMC 2004 Registration	-495.00
City of Fairhope - Geniece Johnson - IIMC 2004 Registration	-495.00
Lynette Ogden - IIMC 2004 Registration	-495.00
City of Albertville - Carol Camp - IIMC 2004 Registration	-495.00
Town of Littleville - Alice Vandiver - IIMC 2004 Registration	-495.00
City of Pelham - Peggy Bates - IIMC 2004 Registration	-495.00
City of Spanish Fort - Mary Lynn - IIMC 2004 Registration	-495.00
City of Decatur - Gail Busbey - IIMC 2004 Registration	-495.00
City of Decatur - Gail Busbey - IIMC 2003 Registration	-495.00
City of Oxford - Shirley Henson - IIMC 2004 Registration	-495.00
City of Mobile - Glenda Morgan - Fuel Region III - St. Pete, Florida	-36.20
Mary Lynn Williams - Region III 2005 Expenses - St. Pete, Florida	-766.83

**TOTAL EXPENDITURES:** **-7,117.73**

**BALANCE AS OF FEBRUARY 11, 2005** **\$11,144.82**

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF MAY 17, 2005

BEGINNING BALANCE AS OF 02/11/05 \$11,144.82

INCOME:

MEMBERSHIP DUES: 3,465.00  
SPONSORSHIP - CLERKS BREAKFAST 2005 2,550.00  
CHECK #1548 VOIDED (City of Mobile - Fuel, Region III) 36.20  
SUB-TOTAL INCOME 6,051.20

TOTAL INCOME: 17,196.02

EXPENDITURES:

Glenda Morgan - President's Rental Car - Region III 2005 -111.00  
Paula Smith - Door Prize 11/04 - Registration, Region III 2005 -125.00  
City of Muscle Shoals - Postage - Sponsor Com., Clerk's breakfast -8.88

TOTAL EXPENDITURES: -244.88

BALANCE AS OF MAY 17, 2005 \$16,951.14

40<sup>th</sup> ANNUAL MUNICIPAL MANAGEMENT  
TRAINING INSTITUTE FOR  
CITY CLERKS AND ADMINISTRATORS  
BUSINESS MEETING MINUTES  
PERDIDO BEACH RESORT, ORANGE BEACH, ALABAMA  
NOVEMBER 17, 2005

Presiding: Mary Lynn Williams, President, City of Spanish Fort. The following AAMCA officers were present:

Geniece Johnson	President-Elect	City of Fairhope
Denise Jernigan	Secretary	City of Saraland
Iva Nelson	Treasurer	City of Gadsden

The meeting was called to order at 12:00 p.m. by Mary Lynn Williams, President, who welcomed everyone. Cheryl Ratliff gave the invocation.

The minutes of the May 23, 2005, AAMCA meeting were presented. Renee Moore of Gulf Shores made a motion to accept the minutes as presented. Seconded by Gina Antolini of Columbiana, motion passes unanimously.

Treasurer, Iva Nelson, with the City of Gadsden, presented the Treasurer's Report. Theresa Mercer of the City of Millbrook a motion to accept the Treasurer's Report. Seconded by Alice Vandiver with the Town of Littleville, motion passed unanimously.

The following Committee Reports were presented:

**Sponsorship Committee** – Geniece Johnson recognized and thanked all the sponsors for their support.

**Education Committee** – Cathy Constantino encouraged everyone to complete the conference evaluation forms and make note of any classes they feel would be beneficial at upcoming sessions.

**Clerk of the Year Committee** – Gail Duffey announced that Lynnette Ogden is the Clerk of the Year for those who were unable to attend in May. She commended Diane Barnett and everyone on the committee for their hard work in choosing from all the excellent candidates.

**Scrapbook Committee** – Johnnie Wyers with the Town of Eldridge, asked that the clerks mail her any pictures that they would like added to the scrapbook.

Geniece Johnson, President-elect, called for discussion on the location of the IIMC Region III meeting that will be held in Alabama in 2007. Possible locations were Montgomery, Mobile, Hoover, Opelika, and Florence.

Motion was made by Geniece Johnson of the City of Fairhope, seconded by Gwen Hughley of the City of Tuskegee, to consider Opelika, Hoover, Florence and Mobile (in that order) for the possible locations for the IIMC Region III 2007 Conference.

Motion was made by Geniece Johnson of the City of Fairhope, seconded by Lynette Ogden of the Town of Millport, to appoint Mary Lynn Williams as Chairperson of the Committee for the 2007 IIMC Region III conference in Alabama. Motion carried.

Karen Duncan reported for the Election Committee.

Motion was made by David Cohen of the City of Daphne, seconded by Lynette Ogden of the Town of Millport, to nominate Glenda Morgan, City Clerk of the City of Mobile, as Region III Vice Director. Motion carried.

There being no further nominations, Glenda Morgan was considered nominated to serve as the Region III Vice Director. Congratulations to Glenda Morgan.

The following districts gave brief reports on their current activities.

District I – No Report.	District VIII – David Cohen.
District II – Lynette Ogden.	District IX – No Report.
District III – Gina Antolini	District X – Gwen Hughley.
District IV – No Report.	District XI – Rita Lee.
District V – No Report.	District XII – Gail Duffey.
District VI – No Report.	District XIII – Keith Mosley.
District VII – Steve Hicks.	District XIV – No Report.

The 2005 Achievements and Sponsors were recognized. We truly appreciate our sponsors.

Iva Nelson read a proposed resolution supporting Dyanne C. Reese for the nomination of IIMC Second Vice President.

Motion was made by Alice Vandiver of the Town of Littleville, seconded by Geniece Johnson of the City of Fairhope, to adopt the resolution. Motion carried. Copy of Resolution Attached.

Mary Lynn Williams recognized the clerks that have received their CMC and MMC.

The following person will be sworn in as AAMCA 2006 Officers:

Geniece W. Johnson	President	City of Fairhope
Denise Jernigan	President-Elect	City of Saraland
Iva Nelson	Secretary	City of Gadsden
Karen Duncan	Treasurer	City of Pleasant Grove

Door prizes were given. Registration for the upcoming IIMC Region III conference was given to Lori Bryan of Citronelle.

There being no further business, the meeting was duly adjourned at 1:15 p.m.

Denise Jernigan-Bush, CMC, Secretary  
City of Saraland, Alabama

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF MAY 17, 2005**

**BEGINNING BALANCE AS OF 05/17/05** **\$16,951.14**

**INCOME:**

MEMBERSHIP DUES:	837.50
AAMCA PINS, COOKBOOKS, DIRECTORIES, ETC.	150.00
REGISTRATIONS - SUMMER CONFERENCE 2005	5,570.00
SPONSORSHIP - SUMMER CONFERENCE 2005	5,650.00
CHECK #1550 VOIDED (Replaced by Check #1560)	125.00
REIMBURSEMENT FROM SPANISH FORT	106.96
<b>SUB-TOTAL INCOME</b>	<b>12,439.46</b>

**TOTAL INCOME:** **29,390.60**

**EXPENDITURES:**

Cash door prizes - Clerk's Breakfast - Huntsville, May 2005	-75.00
Holiday Inn - Clerk's Breakfast - Huntsville, May 2005	-1,919.77
Lynette Ogden - IIMC Registration - St. Paul	-545.00
Town of Littleville - IIMC Registration - St. Paul (Alice Vandiver)	-545.00
Mary Lynn Williams - IIMC Conference Auction item	-70.00
Mary Lynn Williams - IIMC Conference expenses - St. Paul	-2,047.79
Cathy Constantino - President's Rental Car - IIMC, St. Paul	-177.04
Paula Smith - IIMC Region III Registration - Door prize	-125.00
Diane Barnett - Summer Conference supplies	-257.94
Mary Lynn Williams - Summer Conference supplies	-4,500.00
Mary Lynn Williams - Summer Conference supplies	-5,408.31
Can't Miss Embroidery - Tote bags	-1,914.53
IIMC representative Dyann Reese expenses, Summer Conference	-119.05
Mary Lynn Williams - Education committee meeting	-143.41
Shirley Henson - Engraving for AAMCA plaque at AL League	-17.82
K & R Industries - Past President's pins	-659.12

**TOTAL EXPENDITURES:** **-18,524.78**

**BALANCE AS OF NOVEMBER 15, 2005** **\$10,865.82**

**MINUTES OF BUSINESS MEETING  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
RIVERVIEW PLAZA HOTEL - MOBILE, ALABAMA  
MAY 8, 2006 - 8:00 A.M.**

Presiding: Geniece Johnson, President, City of Fairhope. The following AAMCA officers were present: Denise Jernigan-Bush, Vice President (City of Saraland)  
Iva Nelson, Secretary (City of Gadsden)

The meeting was called to order by Geniece Johnson, President, who welcomed all attendees. The invocation was given by Carolyn Smith (Council member, Lineville). First-time attendees introduced themselves.

The minutes of the November 17, 2005, meeting were presented. Shirley Henson (Oxford) moved to approve the minutes as presented, which motion was seconded by Lynn Porter (Trussville) and unanimously approved.

Treasurer Karen Duncan (Pleasant Grove) was not able to attend, and the Treasurer's Report was presented in writing. Ricky Williams (Muscle Shoals) moved to accept the report, which motion was seconded by Cathy Constantino (Orange Beach) and unanimously approved.

President Johnson advised Dyanne Reese (Savannah, GA) is seeking the office of 2<sup>nd</sup> Vice President of IIMC, and Alabama is providing welcome bags for her reception in Anaheim, CA.

The following Committee reports were presented:

Sponsorship Committee - Ricky Williams (Muscle Shoals)  
Sponsor representatives were given an opportunity to address the group and be recognized

Education Committee - Cathy Constantino (Orange Beach)  
Suggestions for future education sessions were encouraged

Clerk of the Year Committee - (Lynette Ogden, Chair was not able to attend) - Each district was requested to select a nominee for the May 24 deadline - Committee members were thanked and it was noted a meeting will be held via e-mail or conference call

President Johnson announced plans for the Summer conference to be held June 16-17 in Daphne/Fairhope (meeting facilities at the Grand Hotel will not be open). She noted approximately 250 rooms are open at the Grand Hotel and the opening is tentatively planned for October 1.

Scrapbook Committee - Johnnie Wyers (Eldridge)  
Pictures and submissions are needed regarding events in various cities

Newsletter Committee - Renee Moore (Gulf Shores)

Information is needed on happy occasions and personal events - Hope to revive the Clerk's Chatter, which was very informative

The following districts gave brief reports on their current activities:

District III - Bob Wanninger (Chelsea)

District IV - Jennifer Sharpe (Leesburg)

District VII - Dana Courtney (Pinckard)

District VIII - Geniece Johnson (Fairhope)

District XI

District XII - Betty Jones (Guntersville)

District XIII

District XIV

President Johnson advised some vendors are interested in sponsoring district meetings and/or providing door prizes. She expressed appreciation to our sponsors, as well as Ricky Williams (Muscle Shoals).

Glenda Morgan (Mobile) stated our association is supporting Dyanne Reese for 2<sup>nd</sup> Vice President of IIMC. She said we have been requested to support Mary Lynne Stratta (Bryan, TX) next year, and suggested adopting a resolution expressing support for her candidacy. T. K. Killingsworth (Clayton) moved to adopt the resolution, which motion was seconded by Betty Jones (Guntersville) and unanimously approved.

Renee Moore (Gulf Shores) recognized Glenda Morgan (Mobile), who will represent District III on the IIMC board.

President Johnson announced today's sessions, as well as upcoming conferences listed on the back of the agenda.. She also asked for volunteers to work on some of the committees for the IIMC Region III conference, which is being hosted by Alabama clerks at Renaissance Ross Bridge in Hoover. Sponsors were encouraged to participate in the IIMC conference.

Door prizes were given.

There being no further business, the meeting was duly adjourned at 9:00 a.m.

Iva Nelson, CMC - Secretary  
City of Gadsden, Alabama

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF MAY 1, 2006

BEGINNING BALANCE AS OF 5/1/06 \$19,053.45

INCOME:

MEMBERSHIP DUES	397.50
AAMCA PINS	30.00
SPONSORSHIP MOBILE CONFERENCE	1,500.00
SUMMER CONFERENCE REGISTRATION, DUES	75.00
SUB-TOTAL INCOME	2,002.50

\$21,055.95

EXPENDITURES:

Bank fee	-2.25
Richard Merritt (DJ-Summer Conference)	-457.00
Goin' Postal (overnight Merritt check)	-43.00
Mary Lynn Williams (advance expenses Summer Conf.)	-3,000.00

TOTAL EXPENDITURES:

-3,502.25

BALANCE AS OF MAY 1, 2006

\$17,553.70



MINUTES OF BUSINESS MEETING  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
SHERATON PERIMETER HOTEL - BIRMINGHAM, AL  
NOVEMBER 16, 2006 - 12:00 NOON

Presiding: Geniece Johnson, President (Fairhope)

The following AAMCA officers were present: Denise Jernigan-Bush, Vice President (Saraland); Iva Nelson, Secretary (Gadsden); Karen Duncan, Treasurer (Pleasant Grove)

The meeting was called to order by President Johnson, who welcomed all attendees. The invocation was given by Cheryl Ratliff.

The minutes of the May 8, 2006, meeting were presented. Renee Moore (Gulf Shores) moved to approve the minutes as presented, which motion was seconded by Cathy Constantino (Orange Beach) and unanimously approved.

Treasurer Karen Duncan (Pleasant Grove) presented the Treasurer's report in writing. She said she is anticipating several more bills relating to the IIMC Region III conference. Karen also noted Tommy Pow had presented a lump sum bill from the University of Alabama that exceeds the amount of available cash. President Johnson said she had requested an itemized invoice. Glenda Morgan (Mobile) moved to accept the report as presented. The motion was seconded by Betty Jones (Guntersville) and unanimously carried.

Region III Director Cheryl Ratliffe (Greenville, SC) noted she was unable to attend the mid-year meeting, but the other Region III Director, Glenda Morgan, had attended. She encouraged clerks to apply for MCEF scholarships and to volunteer to serve on committees. Cheryl outlined the new education guidelines and invited feedback.

Region III Director Glenda Morgan (Mobile, AL) was also present. She displayed a large notebook containing the agenda for the board meeting held October 27-28, 2006, in New Orleans, LA. Glenda highlighted the issues discussed (see attached copy of minutes). She noted she had challenged Renee Moore (Gulf Shores) to come up with a good newsletter.

President Johnson reported on the summer conference held in Daphne on June 16-17, 2006.

The following Committee reports were presented:

Sponsorship Committee - Ricky Williams (Muscle Shoals)

He acknowledged sponsors of this conference, noted a late addition of Union State Bank (Birmingham) and invited those present to address the group and be recognized.

Education Committee - Cathy Constantino (Orange Beach)

Reported on August meeting and encouraged clerks to complete evaluation forms

Newsletter Committee - Renee Moore (Gulf Shores)

Requested clerks to send city, personal and family information ([rmoore@gulfshores.al](mailto:rmoore@gulfshores.al))

Clerk of the Year Committee - Lynette Ogden (Millport)

Recognized committee members, noted nominees and reported that Janice Wilhite (Hueytown) had

been selected

Scrapbook Committee - President Johnson (Fairhope)

Noted Sherry Cole (former clerk) has some pictures and will forward them

IIMC Region III Conference Committee - President Johnson reported planning continues for the conference, which will be held January 10-12, 2007, at Ross Bridge in Hoover, AL. She noted the correct registration fee is \$149 and the tentative schedule has been mailed. Geniece encouraged cities to adopt a resolution authorizing donations to the conference.

Election Committee - President Johnson congratulated Lynette Ogden (Millport) for agreeing to serve as Treasurer and encouraged clerks to be thinking about future service.

The following districts gave brief reports on their current activities:

District III - Becky Landers (Vincent)

District IV - Shirley Henson (Oxford)

District VIII - David Cohen (Daphne)

District XI -

District XII - Gail Duffey (Scottsboro)

District XIII - Lynn Porter (Trussville)

New Business:

President Johnson reported she had accepted a challenge for Alabama (currently 3<sup>rd</sup>) to surpass North Carolina (currently 2<sup>nd</sup>) in IIMC membership. She requested that a new committee be formed to work for increased membership in the International Institute of Municipal Clerks, the Alabama Association of Municipal Clerks and Administrators and the Alabama League of Municipalities. A motion by Denise Jernigan-Bush (Saraland) was seconded by Shirley Henson (Oxford) and unanimously carried.

President Johnson referred to a resolution (see attached copy) supporting Mary Lynne Strata (Bryan, TX) for Second Vice President, which was adopted at the business meeting in Mobile on May 8, 2006. She reported that it had been sent to Ms. Strata and said that all five states have expressed support for her candidacy.

President Johnson recognized IIMC Second Vice President Dyanne Reese (Savannah, GA) and commended her excellent representation of Region III. She asked clerks to review database information from IIMC regarding CMC and other designations, and advise if corrections are needed.

Door prizes were given.

President Johnson announced the remainder of the activities and noted special door prizes will be presented at the end of the program.

There being no further business, the meeting was duly adjourned at approximately 1:00 p.m.

Iva Nelson, CMC - Secretary  
City of Gadsden, Alabama

**ALABAMA ASSOCIATIONS OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF NOVEMBER 13, 2006**

<b>BEGINNING BALANCE AS OF 10/19/06</b>		<b>\$17,553.70</b>
<b>INCOME:</b>		
MEMBERSHIP DUES	425.00	
AAMCA PINS	165.00	
SPONSORSHIP SUMMER CONFERENCE	12,310.00	
SUMMER CONFERENCE REGISTRATION DUES	4,355.00	
IIMC REGISTRATION REIMBURSEMENTS	817.50	
SUB TOTAL INCOME	18,072.50	
		<b>\$35,626.20</b>
<b>EXPENDITURES:</b>		
Town of Sylvan Springs (cash for Ala.League conf.)	100.00	
City of Fairhope (reimbursed Ala.League breakfast)	3,328.50	
Geniece Johnson (reimbursed IIMC Conf.clerks meal)	938.23	
Town of Millport (IIMC conference registration dues)	545.00	
City of Birmingham (IIMC conference registration dues)	545.00	
City of Pleasant Grove (IIMC conf. registration dues)	545.00	
City of Rainsville (reimbursed overpayment to conf.)	45.00	
City of Orange Beach (presidents rental car IIMC conf.)	320.74	
Geniece Johnson (presidents IIMC conf. expenses)	1,913.08	
Oak Hollow Farm (Summer Conference expense)	2,252.50	
Mary Lynn Williams (summer conf. bandana expense)	60.97	
City of Savannah (Dyanne Reese rental car)	133.56	
Kim Higginbotham (summer conference bartending)	50.00	
Dorothy Lightfoot (summer conference bartending)	50.00	
Geniece Johnson (summer conference expenses)	5,334.33	
Mary Lynn Williams (summer conference expense)	531.84	
Design Frenzy (summer conference totes)	2,511.52	
Gail Busby IIMC conference registration	295.00	
Lynette Ogden (Clerk of the Year plaques expense)	136.25	
Town of Littleville (IIMC conf. registration)	272.50	
City of Columbiana (IIMC conf.registration)	272.50	
City of Oxford (IIMC conf. registration)	272.50	
City of Spanish Fort (IIMC conf. registration)	272.50	
City of Mobile (IIMC conf. registration)	272.50	
Karen Duncan (Education committee lunch)	150.13	
Lynette Ogden (reimbursement postage Clerk of Year)	11.16	
Design Frenzy 150 AAMCA calculators Nov.conf.	1,050.00	
<b>TOTAL EXPENDITURES</b>		<b>-22,210.31</b>
<b>BALANCE AS OF NOVEMBER 13, 2006</b>		<b>\$13,415.89</b>

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
SUMMER CONFERENCE - DAPHNE, AL  
JUNE 16-17, 2006**

PRESENTED 11-16-06

**Income:**

Sponsors	\$12,310.00
Registration	<u>\$4,355.00</u>

**TOTAL INCOME:** \$16,665.00

**Expenditures:**

Welcome Chocolates	\$140.00
Registration Tote Bags and Name Tags	\$2,511.52
Friday Night Reception - Food	\$1,580.90
Friday Night Reception - Drinks	\$220.00
Magnolia Room \$150.00 / day Friday Night	\$217.00
Jubilee Ballroom \$550.00 / day	\$1,193.50
Saturday Morning Breakfast - 13.95/person @ 56	\$965.26
Clerk of the Year	\$147.41
Saturday Night Reception, Dinner	\$2,252.50
Bandanas	<del>\$60.97</del>
Entertainment - DJ	\$457.00
Saturday Night Drinks - Mary Lynn	\$531.84
President's Expense - Geniece W. Johnson	\$343.44
Speakers Expenses - Ken & Brenda Smith - Room	\$171.72
Guest - Dyanne Reese, Vice President - IIMC Lodging 343.44, Rental Car & gas - 133.56	\$477.00
Certificates/ Printing	\$159.08
Worker Exp-Kim and Dorothy Bartenders 50/ea	<u>\$100.00</u>

**TOTAL EXPENDITURES:** \$11,529.14

**Diff** \$5,135.86

MINUTES OF BUSINESS MEETING  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
HOLIDAY INN HOTEL- HUNTSVILLE, ALABAMA  
APRIL 23, 2007

Presiding: Denise Jernigan-Bush, President (City of Saraland)

The following AAMCA officers were present: Iva Nelson, Vice President, City of Gadsden, Karen Duncan, Secretary, City of Pleasant Grove, Lynette Ogden, Treasurer, Town of Millport

The meeting was called to order by President Denise Jernigan-Bush, who welcomed all attendees.

The invocation was given by Iva Nelson.

Recognition was given to all first time attendees and CMC/MMC designations.

The minutes of the November 16, 2006, meeting was presented. Peggy Shadix (Sylvan Springs) moved to approve the minutes as presented, which motion was seconded by Paula Smith (Birmingham) and unanimously approved.

Treasurer Lynnette Ogden (Millport) presented the Treasurer's report. Paula Smith (Birmingham) moved to accept the report as presented. The motion was seconded by Lorrie Cook (Greensboro) and unanimously approved.

Region III Director, Glenda Morgan (Mobile) encouraged attendance to IIMC conference, May 22-26, at New Orleans, Louisiana. Glenda also reported IIMC is currently working on a decision for position of executive director and Chris Shalby who is serving as Interim Executive Director is being considered for the position.

The following committee reports were presented:

**Sponsorship Committee-** Gail Duffey (Scottsboro) acknowledged Elections Systems and Software sponsored the breakfast for this meeting and she is in the process of getting more sponsors for the association.

**Education Committee-** Cathy Constantino (Orange Beach) encouraged everyone to give suggestions on what they would like to have for classes.

**Newsletter Committee-** Renee Moore was unable to attend. No report was given.

**Clerk of the Year Committee-** Janice Wilhite (Hueytown) gave Clerk of the Year application forms to district representatives and noted the deadline for submitting applications is May 25th.

**Scrapbook Committee-** Johnnie Wyers (Eldridge) reported she needs everyone to send in pictures and newspaper articles to go in the scrapbook and is waiting for the material to be returned to her that the former clerk from the Town of Double Springs has.

**Summer Conference Committee-** Alice Vandiver (Littleville) reported Bob Shuman (Opelika) is helping in trying to get the Marriott Hotel for blocks of rooms. The Summer Conference will be held June 29th. and 30th. in Florence, Alabama. Also there may be a Business License Reform update.

Districts gave brief reports on their current activities.

President Bush-Jernigan recognized Election Systems and Software for sponsoring the breakfast today.

Treasurer Lynnette Ogden (Millport) asked for everyone to visit the booth and make purchases of materials. Kelly Maltby with Alabama Municipal Insurance Corporation stated their company will be glad to sponsor the District Clerks luncheons. It was reported that City Clerk Bob Wanninger (Chelsea) house had burned.

There being no further business, the meeting was duly adjourned at 9:18a.m.

Karen Duncan, CMC- Secretary  
City of Pleasant Grove, Alabama

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND  
ADMINISTRATORS  
TREASURER'S REPORT  
AS OF APRIL 20, 2007**

**BEGINNING BALANCE JANUARY 31, 2007** **\$10,065.68**

**INCOME:**

COMPUTER BAGS	\$ 340.00
MEMBERSHIP DUES	8,390.00
REIMBURSE FOR RETURN CK AND FEE	116.00
SPONSORSHIP REGION 3 MEETING	1,500.00
VOID OUTSTANDNG CHECKS	345.00

**TOTAL INCOME** **\$20,756.68**

**EXPENDITURES:**

BANK FEE AND RETURNED CHECK	\$ 110.00
CASH FOR CHANGE CONVENTION	150.00
REIMBURSE FOR LODGING REGION 3	509.58
REIMBURSE FOR POSTAGE	7.15
REIMBURSE FOR SUPPLIES REGION 3	97.43
REIMBURSE OVERPAYMENT OF DUES	50.00
SALES TAX OWED TO ROSS BRIDGE FOR REGION 3 MEETING	1348.18

**TOTAL EXPENDITURES** **\$ 2,272.34**

**BALANCE AS OF ARIL 20, 2007** **\$18,484.34**

MINUTES OF BUSINESS MEETING  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
PERDIDO BEACH RESORT - ORANGE BEACH, AL  
NOVEMBER 29, 2007 - 12:00 NOON

Presiding: Iva Nelson, President Elect (Gadsden)

The following AAMCA officers were present: Iva Nelson, President-Elect (Gadsden), Lynnette Ogden, Treasurer (Millport). Denise Jernigan-Bush, President (Saraland) and Karen Duncan, Secretary (Pleasant Grove) were absent.

The meeting was called to order by acting President, Iva Nelson, who welcomed all attendees and recognized those who recently received CMC and MMC designation. The invocation was given by Glenda Morgan (Mobile).

The minutes of the April 25, 2007, meeting were presented. Barbara Wester (Rainbow City) moved to approve the minutes as presented, which motion was seconded by Glenda Morgan (Mobile) and unanimously approved.

Treasurer Lynnette Ogden (Millport) presented the Treasurer's report in writing. Lynn Porter (Trussville) moved to accept the report as presented. The motion was seconded by Shirley Henson (Oxford) and unanimously carried.

Region III Director Glenda Morgan (Mobile) presented a report on International Institute of Municipal Clerks (IIMC) activities, including the upcoming Region III meeting in Greenville, SC, on January 23-25, 2008, and education issues that are under review. Glenda referred to the possibility of her retirement and the effect it would have on the remaining year of her term as director. She cited the following contingencies: (1) continue performing clerk duties, which would qualify her to complete her term; (2) allow Florida to make an early appointment, since it will rotate to them in 2009; (3) have Alabama appoint a replacement. Iva Nelson (Gadsden) moved to appoint a replacement director from Alabama if Glenda is unable to complete her term. The motion was seconded by Gail Duffey (Scottsboro) and unanimously carried. Glenda invited clerks to express their interest in the position.

Iva Nelson thanked Alice Vandiver (Littleville) and the entire team that made preparations for the Summer Conference held in Florence on June 29-30.

The following Committee reports were presented:

Sponsorship Committee - Gail Duffey (Scottsboro)

Acknowledged sponsors of the annual conference and recognized those present

Education Committee - Cathy Constantino (Orange Beach)

Stated 220 clerks registered for this conference

Newsletter Committee - Renee Moore (Gulf Shores)

Asked for information to put in the newsletter

Clerk of the Year Committee - Janice Wilhite (Hueytown)

Recognized all nominees and Clerk of the Year Belinda Ealey (Falkville)



Scrapbook Committee - Johnnie Wyers (Eldridge)  
Asked for pictures to update the yearbook

Election Committee - Iva Nelson congratulated Lois Williams (Selma) who will serve as Treasurer

The following districts gave brief reports on their current activities:

District I -

District III -

District IV -

District VII -

District VIII

District XI - Rita Lee (Hartselle)

District XII - Gail Duffey (Scottsboro)

District XIII - Bobby Christmas (Clay)

Iva Nelson recognized Mark Kelley of Election Systems and Software, sponsor for the luncheon. Mark invited all clerks to receive a packet regarding 2008 elections from their booth in the sponsor area.

Door prizes were given.

There being no further business, the meeting was duly adjourned at approximately 1:15 p.m.

Barbara Wester, Acting Secretary  
City of Rainbow City, Alabama

## Alabama Association of Municipal Clerks and Admn.

## Profit &amp; Loss

January 1 through November 28, 2007

11/27/07

Accrual Basis

	<u>Jan 1 - Nov 28, 07</u>
<b>Income</b>	
Account Opening Balance	10,065.88
computer bags purchased	340.00
membership dues	9,135.00
money for returned ck and fee	116.00
Municipal Management sponsors	6,000.00
return change back to account	110.00
sales of AAMCA merchandise	445.00
sponsorship Region 3 meeting	1,500.00
SUMMER conference HK Play	468.00
Summer Conference Registration	7,209.00
Summer Conference Sponsors	6,950.00
void checks	345.00
<b>Total Income</b>	<u>42,683.68</u>
<b>Expense</b>	
Anniversary Gift	100.00
bank charges	10.00
cash for conference	150.00
Donation	250.00
Entertainment Blues Brothers	1,000.00
Flowers Cheryle Ratliff funeral	115.54
meetings and catering Summer Co	7,854.99
Municipal Management expense	3,000.00
picture frames Summer Conferenc	920.39
Plaques Clerk of the Year	168.95
President's Summer Conference R	75.00
Reimburse AAMCA Pres. expense	2,290.00
reimburse for HK play tickets	630.00
Reimburse for meal IIMC New Orl	795.00
reimburse for postage	7.15
Reimburse for supplies Reg 3	97.43
Reimburse lodging Dyanne Reese	339.72
reimburse lodging Ross Bridge	169.86
reimburse overpayment of dues	50.00
Reimburse Summer Conf. Registra	75.00
returned check	100.00
sales tax Region 3 Conference	1,348.18
Summer conference banquet hall	300.00
Summer conference dinner	900.00
Summer Conference tote bags	900.00
<b>Total Expense</b>	<u>21,647.21</u>
<b>Net Income</b>	<u><u>21,036.47</u></u>

MINUTES OF BUSINESS MEETING  
ALABAMA MUNICIPAL CLERKS AND ADMINISTRATORS

BIRMINGHAM-JEFERSON COUNTY CIVIC CENTER  
MAY 19, 2008

Call to Order/Welcome-Shirley Henson, City Clerk City of Oxford

All officers attended the International Institute of Municipal Clerks Annual conference in Atlanta, GA. Dawn Clapp, City of Fayette was appointed as Acting Secretary for Lynnette Ogden, Town of Millport who was attending the IIMC conference.

Shirley Henson welcomed first time attendees and recognized new CMC and MMC recipients.

The minutes of the November 29, 2007 meeting were presented. Alice Vandiver of Littleville made a motion to approve the minutes as presented. Sue Raper of Vina seconded the motion. The motion was unanimously approved.

A copy of the Treasurer's report was submitted by Lois Williams, City of Selma. Rosemary Nichols of Northport made a motion to accept the report as presented. Mary Lee Tucker of Centre seconded the motion and it was unanimously approved.

The following Committee reports were presented:

**Sponsorship Committee** –Gail Duffey, (Scottsboro) recognized sponsors

**Education Committee**-Shirley Henson (Oxford)

**Clerk of the Year Committee**- Shirley Henson (Oxford) Seven (7) applications received

**Summer Conference Committee**-Betty Jones (Guntersville)

**Scrapbook Committee**-Sandra Donahoo (Childersburg) need photos and Sandra stated she would start a new scrapbook as she took pictures.

The following districts gave reports on their current activities:

**District II**-Faye Gamble (Woodstock)

**District IV**-Mary Lee Tucker (Centre)

**District V**-Britt Thomas (Brundidge)

**District VII** Annette Whaley (Cowarts)

**District IX-Gina Smith (Prattville)**

**District X-Louise Hardman (Alexander City)**

**District XII-Gail Duffey (Scottsboro)**

**District XIII-Lynn Porter (Trussville)**

The location of annual conferences was discussed. Some clerks were concerned that the 2008 and 2009 meetings were scheduled in Birmingham. This was due to already signed contracts. It was suggested to meet at the beach but in a different month, meet in Montgomery or continue in Birmingham. A motion was made by Gwendolyn Hughley of Tuskegee to present these ideas to Tommy Pow at the 2008 meeting in Birmingham. Motion was seconded by Donzie Spears of Lisman.

Announcement was made to visit the AAMCA booth in the Exhibit hall.

Door Prizes were given.

There being no further business, the meeting was adjourned.

**IIMC REGION III CONFERENCE  
HOOVER, AL  
JANUARY 10-12-, 2007**

**Income:**

Sponsors	\$6,600.00
Cities Sponsors	\$7,300.00
Registration	\$11,025.00
Sale Items	\$185.00
Monies left over from Summer Conf - Daphne Al	\$5,135.86

**TOTAL INCOME:** \$30,245.86

**Expenditures:**

Registration Tote Bags and Name Tags	\$8,250.00
Name Tags	\$62.99
Wednesday Night Reception - Food & Drinks	\$2,044.55 Cash Bar
Breaks	\$413.05
Salon FGH Room - Wednesday Reception Night	\$342.00
Salon E - Exhibitors room -	\$798.00
Thursday - Salon E & Foyer - Continental Breakfa	\$1,807.22
Audio Visual	\$1,212.22
Lunch Buffet - Salon GH	\$3,026.88
Thursday Night Reception	\$1,151.31 Cash Bar
Thursday Night Dinner	\$5,431.02
Friday Breakfast Salon FGH	\$3,383.24
Shutter Service \$20.00 each way /package	\$575.00
Sale Tax - Ross Bridge	\$1,348.18
Greg Vetter - Speaker - Fee and Travel	\$3,354.58
Guest - Dyanne Reese, Vice President - IIMC Lodging	\$339.72
President - Denise Jernigan-Bush	\$914.10
Perry C. Roquemore, Jr - Lodging	\$169.86
Registration Form/velops	\$373.34
Certificates/postage/Supplies	\$806.23
Bus - Off Site Class	\$250.00
Registration Refunds	\$700.00

**TOTAL EXPENDITURES:** \$36,753.49

**Diff** -\$6,507.63

*Don't know if  
this was  
4-23-07 or  
11-29-07*

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF MAY 20, 2008

BEGINNING BALANCE AS OF 01/30/2008 \$20,727.70

INCOME:

MEMBERSHIP DUES:

REGISTRATIONS - SUMMER CONFERENCE 2008

SUB-TOTAL INCOME 9,947.50

TOTAL INCOME: 30,675.20

EXPENDITURES:

IIMC Conference Registration - Iva, Barbara, Cynthia -1,630.00  
Town of Millport - Lynnette - Registration -590.00  
City of Muscle Shoals - Postage - Dues Statements -200.90  
Lynnette - Reimbursement for Postage to deliver supplies -16.00  
Mary Lynn Williams - Advance for November Conference Supplies -3,000.00  
Region III Breakfast - Sheraton Hotel -2,740.08

TOTAL EXPENDITURES: -8,176.98

BALANCE AS OF MAY 16, 2008 \$22,498.22

**MINUTES OF AAMCA BUSINESS MEETING  
ANNUAL MEETING – BIRMINGHAM, ALABAMA  
NOVEMBER 20, 2008**

The Alabama Association of municipal Clerks and Administrators met for the annual business meeting luncheon Thursday, November 20, 2008 at 12:00 p.m. Officers present were:

President Iva Nelson, Gadsden  
President Elect Karen Duncan, Pleasant Grove  
Secretary Lynette Ogden, Millport  
Treasurer Lois Williams, Selma

The meeting was called to order By AAMCA President Iva Nelson. President Nelson welcomed everyone to the conference and business luncheon.

Invocation was given by President Elect Karen Duncan.

President Nelson recognized First Time Attendees and Clerks who have attained their CMC/MMC designations.

President Nelson presented the minutes of the business meeting of May 19, 2008 at the Alabama League of Municipalities convention. President Nelson called for a motion to adopt the minutes as read. Action taken as follows:

Motion: David Cohen, Daphne  
Second: Betty Jones, Guntersville

The minutes of the May 19, 2008 business meeting at the Alabama League of Municipalities are hereby adopted. Motion carried unanimously.

President Nelson presented the Treasurer's report. The report contained information as of October 31, 2008 stating a balance in the AAMCA checking account of \$20,691.32 President Nelson called for a motion to approve the Treasurer's report. Action taken as follows:

Motion: Renee Moore, Gulf Shores  
Second: David Cohen, Daphne

The Treasurer's report as of October 31, 2008 stating a balance in the AAMCA checking account of \$20,691.32 is hereby approved. Motion carried unanimously.

President Nelson stated IIMC President Dyanne Reese and IIMC Vice President Mary Lynn Stratta were unable to attend our conference but sent their well wishes. President Nelson states IIMC Region III Directors Glenda Morgan and Stephanie Kelly were also unable to attend as they have recently attended the IIMC Mid Year Board meeting in Riverside, California. President Nelson read a letter from Director Glenda Morgan stating a summary of IIMC board action and recommended the Alabama clerks support the nomination of Lisa Burns as Region III Director from Florida. Director Morgan listed her email address of [gamorgan777@yahoo.com](mailto:gamorgan777@yahoo.com) for everyone who would like to contact her.

President Nelson recognized Betty Jones City Clerk of Guntersville for a Summer Conference report. Clerk Jones reported the Summer Conference was held at Guntersville State Park with

an attendance of 83 registered and 14 were guests. Clerk Jones stated the attendees were presented a class on elections by Elections Systems and Software and Ken Smith of Alabama League of Municipalities on Friday afternoon and enjoyed the Will Rogers Follies on Friday night. Clerk Jones stated on Saturday the clerks received more election information from Ken Smith and Attorney General updates from Brenda Smith of the State of Alabama Attorney General office. Clerk Jones stated the attendees enjoyed a beautiful banquet on Saturday night and on a very sad note viewed an emotional slide show of the late Geniece Johnson Clerk of Fairhope whose funeral was earlier in the day in Fairhope, AL. Clerk Jones stated Mary Lynn Williams of Spanish Fort was elected Clerk of the Year 2008.

President Nelson called for Committee Reports:

**Clerk of the Year Committee** -- Belinda Ealy Chairperson not present. President Nelson read the committee members names and stated the nominees for Clerk of the Year and asked if they would stand and announced as previously reported Mary Lynn Williams of Spanish Fort is the 2008 Clerk of the Year.

**Education Committee** -- Chairperson Renee Moore, Gulf Shores. Clerk Moore stated the Education Committee decided to use the wealth of knowledge of the clerks to present classes at the conferences this year and the staff of the Alabama League of Municipalities and so far it has worked well and it eliminates costly speaker fees. Clerk Moore encourages the clerks to participate on committees and to contact the President Elect Karen Duncan about serving on a committee.

**Election Committee** -- Chairperson Lynn Porter, Trussville. Clerk Porter stated Gina Antolini, Columbiana was the only candidate for Treasurer and she was approved this morning at the opening session. Clerk Porter stated Karen Duncan was approved to the office of President, Lynette Ogden approved to the office of President Elect and Lois Williams approved to the office of Secretary.

**Membership Committee** -- Chairperson Toni McKelvey, Monroeville was not person.

**Newsletter Committee** -- Chairperson Cathy Constantino, Orange Beach was no present. President Nelson stated we received an online newsletter from Chairperson Constantino last spring.

**Retiree Committee** -- Chairperson Linda Crump, Hoover. Clerk Crump stated she needs an updated list of retired clerks and would like for the retirees to communicate with each other and plan events.

**Scrapbook Committee** -- Chairperson Sandra Donahoo, Childersburg. Clerk Donahoo stated she has received several photos and to please keep sending them. Clerk Donahoo stated President Nelson has contacted the former clerk who has the older scrapbooks and she plans to meet her to receive the scrapbooks.

**Sponsorship Committee** -- Chairperson Gail Duffey, Scottsboro. President Nelson stated Clerk Duffey has retired and was a fantastic sponsorship Chairperson.



President Nelson called for Districts Reports:

**District 2** Faye Gamble, Woodstock stated District 2 met in the summer with good attendance and Elections Systems presented instructions on elections and will meet again for a Christmas meeting in December.

**District 3** Fina Antolini, Columbiana stated they will meet December 10, 2008.

**District 4** will meet December 3, 2008 for Christmas in Jacksonville and have sponsors.

**District 6** Lois Williams, Selma stated they had a spring meeting in Selma and had a presentation on elections and they had a fall meeting in Thomasville. Clerk Williams introduced the new clerk at Valley Grand, Janet Fraizer.

**District 8** David Cohen stated they attended Glenda Morgan's retirement party and all clerks have been busy with election this year.

**District 10** stated they have not been active, usually meet every quarter and will meet in December, 2008.

**District 11** Rita Lee, Hartselle stated she met Gail Bugsby and she encouraged her to attend.

**District 12** Betty Jones, Guntersville stated they are very active and meet quarterly. Clerk Jones stated Gail Duffey retired from Scottsboro was their District Director for 31 years.

**District 13** Lynn Porter, Trussville stated they will meet for a Christmas party and install officers.

President Nelson congratulated the Districts on the good work for the past year.

President Nelson recognized the sponsors for conference: Alabama Municipal Insurance; CDG Engineering and Associates; CSI Technology; Goodwin Mills & Cawood; Judicial Correction Service; Local Government Corp.; Municipal Code; RDS and Advance Disposal. President Nelson thanked the sponsors for all their help with the conference.

President Nelson presented new business. President Nelson presented a resolution for the Alabama Association of Municipal Clerks and Administrators supporting the candidacy of Melissa "Lisa" L. Burns, MMC as Region III Director of the International Institute of Municipal Clerks (IIMC) for the term of 2009-2012. President Nelson explained that Alabama's IIMC Director Glenda Morgan's terms ends in May, 2009 and it is Florida's turn to serve on the IIMC Board. President Nelson called for a motion to adopt the resolution supporting Melissa Burns,

MMC of Florida candidacy as Region III Director of the International Institute of Municipal Clerks for the term 2009-2012 action taken as follows:

Motion: Betty Jones, Guntersville

Second: Bob Leyde, Florence

The resolution supporting Melissa Burns, MMC of Florida candidacy as Region III Director of the International Institute of Municipal Clerks for the term 2009-2012 is hereby adopted. Motion carried unanimously.

President Nelson stated several clerks have mentioned establishing an education scholarship fund in memory of the late Geniece Johnson, former clerk of Fairhope, AL. After a lengthy discussion concerning the establishment of the scholarship fund, everyone agreed to establish a temporary committee to set guidelines for the scholarship. President Nelson called for a motion. Action was taken as follows:

Motion: Gina Antolini, Columbiana

Second: Donna Treslar, Pelham

To establish an education scholarship fund in memory of the late Geniece Johnson, former clerk of Fairhope, AL and to form a temporary committee to set guidelines for the scholarship. Motion carried unanimously.

President Nelson stated conference registration fees are a concern for some members. President Nelson stated there has been discussion of a possible reduction of registration fees for non members of the Alabama Association of Municipal Clerks and Administrators to encourage them to attend and become members. A discussion was held and some suggestions were to lower the conference registration by the amount of membership fee for that municipality. After lengthy discussion, President Nelson suggested the membership committee take all the suggestions and present their findings at the Alabama League of Municipalities convention in May, 2009.

President Nelson called for a motion. Action taken was as follows:

Motion: Jackie Davidson, Center Point

Second: Lynn Porter, Trussville

The membership committee will take suggestions of the discussion on conference registration fees and present findings at the Alabama League of Municipalities convention in May, 2009. Motion carried unanimously.

President Nelson stated the IIMC Region III meeting will be held in Gainesville, Georgia January 14-16, 2009. President Nelson encouraged the Alabama clerks to attend.

President Nelson stated the annual IIMC Conference will be held in Chicago, IL May 19-23, 2009. President Nelson encouraged the Alabama clerks to attend and stated IIMC Conference is always wonderful and has great education classes the entire week.

President Nelson asked the clerks to remember Clerk Ricky Williams, Muscle Shoals in prayer in the loss of his mother in law.

Door prizes were given out and the meeting was adjourned at 1:35 p.m.

Lynette Ogden, MMC  
Secretary

**ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
AS OF OCTOBER 31, 2008**

**BALANCE FORWARD AS OF 06/30/2008** **\$15,890.11**

**INCOME:**

MEMBERSHIP DUES &

SPONSORSHIPS - SUMMER CONFERENCE JUNE 2008 12,036.30

SUB-TOTAL INCOME 12,036.30

**TOTAL INCOME:** **27,926.41**

**EXPENDITURES:**

Hotel Expense for Ken & Brenda Smith - Guntersville -192.40

The Whole Back Stage - Will Rogers Follies -1,152.00

John Player - Guntersville Entertainment -300.00

Guntersville State Park Lodge - Conference Expense -4,676.09

Clerk of the Year Plaque -264.60

President's Hotel Reimbursement -650.00

**TOTAL EXPENDITURES:** **-7,235.09**

**BALANCE AS OF October 31, 2008** **\$20,691.32**

**MINUTES OF BUSINESS MEETING  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
MONTGOMERY CONVENTION CENTER**

**MAY 4, 2009**

**8:30 A.M.**

Presiding: Karen Duncan, President (Pleasant Grove)

The following AAMCA officers were present:

Karen Duncan, President (Pleasant Grove)

Lynnette Ogden, President-Elect (Millport)

Peggy Shadix, Secretary (Sylvan Springs)

Gina Antolini, Treasurer (Columbiana)

The meeting was called to order by President, Karen Duncan, who welcomed all attendees, recognized new clerks and clerks who recently received CMC and MMC designation. The invocation was given by Peggy Shadix (Sylvan Springs).

The minutes of the November 20, 2008 meeting were presented. Betty Jones (Guntersville) moved to approve the minutes. Paula Smith (Birmingham) seconded the motion which carried unanimously.

Gina Antolini, Treasurer presented the treasurer's report. Donna Treslar (Pelham) moved to accept the report. Betty Jones (Guntersville) seconded the motion which carried unanimously.

The following Committee reports were presented:

**Education Committee-** Paula Smith (Birmingham) stated that we will be using clerks more often for the education sessions to cut the cost of speakers.

**Clerk of the Year Committee -**Mary Lynn Williams (Spanish Fort) – President Karen Duncan encouraged all districts to select their nominee and have them submit their paperwork to the Clerk of the Year Chairperson, Mary Lynn Williams.

**Scrapbook Committee-**Sandra Donahoo (Childersburg) thanked everyone for sending pictures and stated that the scrapbooks will be at the AAMCA Booth in the Exhibit hall for viewing.

**Summer Conference-**Mary Lynn Williams (Spanish Fort), Cathy Constantino (Orange Beach) and Renee Moore (Gulf Shores) President Karen Duncan reported that the Summer Conference will be in Spanish Fort, June 5-6, 2009. The Friday evening reception and Saturday morning breakfast will be held at the Bass Pro Shop. Saturday evening banquet will be held at the Five Rivers Conference Center. Registration Forms can be picked up at the Clerks Booth in the Exhibit Hall.

**Scholarship Committee**-Toni McKelvey (Monroeville) suggested opening a separate account for the Scholarship Fund. Donations could be made in memory or in honor of someone. She also suggested holding a "Silent Auction" similar to IIMC to raise funds.

The following District's gave brief reports on their current activities:

- District I** Bob Leyde, Florence
- District II** Lynnette Ogden, Millport
- District IV** Cindy Osbourne, Southside
- District VII** Dana Courtney, Pinckard
- District X** Jerry Bentley, Smiths Station
- District XI** Rita Lee, Hartselle
- District XII** Betty Jones, Guntersville
- District XIII** LaSonya Walker, Brighton
- District XIV** Lorrie Cook, Greensboro

Karen Duncan recognized the following sponsors for our breakfast: Mike Gardner & Kelly Maltby of AMIC, Kevin Eagan of Judicial Corrections Systems and Scott Reardon & Rebecca Rory of Compass Bank.

New Business/Announcements:

Gina Antolini encouraged everyone to join the "Clerk's Network" implemented by Lee Frazier, Assistant City Clerk (Birmingham). President Karen Duncan said Lee will share more information about this at the Summer Conference.

Door prizes were given.

There being no further business, the meeting was duly adjourned at 9:10 a.m.

Peggy Shadix, MMC - Secretary  
Town of Sylvan Springs, Alabama

**MINUTES OF THE BUSINESS MEETING  
ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
PERIMETER PARK SOUTH, BIRMINGHAM  
NOVEMBER 19, 2009**

Presiding: Karen Duncan, President (Pleasant Grove)

The following AAMCA officers were present:

Karen Duncan, President (Pleasant Grove)  
Lynnette Ogden, President-Elect (Millport)  
Peggy Shadix, Secretary (Sylvan Springs)  
Gina Antolini, Treasurer (Columbiana)

The meeting was called to order by President, Karen Duncan, who welcomed all attendees, recognized the new clerks and clerks who have received their CMC and MMC designation since our May meeting. The invocation was given by Bob Christmas (City of Clay).

The minutes of the May 4, 2009 meeting were presented. Denise Jernigan (Saraland) moved to approve the minutes. Barbara Wester (Rainbow City) seconded the motion which carried unanimously.

Gina Antolini, Treasurer (Columbiana) presented the treasurer's report. Iva Nelson (Gadsden) moved to accept the report. Marsha Yates (Alabaster) seconded the motion which carried unanimously.

The following Committee reports were presented:

**Election Committee** – Renee Moore (Gulf Shores) submitted the following for approval:

Lynnette Ogden (Millport) - President

Peggy Shadix (Sylvan Springs) - Vice President

Gina Antolini (Columbiana) - Secretary

Lynn Porter (Trussville) - Treasurer

Betty Jones (Guntersville) moved to approve the aforementioned clerks to be sworn in as officers for 2010. Faye Gamble (Woodstock) seconded the motion which carried unanimously.

**Membership and Scholarship Committee:** Toni McKelvey ( Monroeville) thanked all the districts for donating items for the silent auction. Toni also stated that donations can also be made in honor or in memory of someone.

**Scrapbook Committee:** Sandra Donahoo (Childersburg) encouraged everyone to view the scrapbooks. Sandra also stated that she would no longer be in charge of the scrapbooks. President, Karen Duncan thanked Mrs. Donahoo for the great job she has done.

**Sponsorship Committee:** Carole Epstein ( Mountain Brook) thanked the following sponsors:

AMIC - Montgomery, Al.

Computer Software Innovations, Inc. – Easley, SC

ETA Data Direct, Inc. – Opelika, Al.

Judicial Correction Services – Fairhope, Al.

Local Government Corporation – Columbia, TN

Municipal Code Corporation – Tallahassee, Fl.

RDS/AlaTax – Montgomery, Al.

Sterne, Agee, and Leach, Inc. – Birmingham, Al.

The following districts gave brief reports on their current activities:

District II – Faye Gamble, Woodstock

District III – Gina Antolini, Columbiana

District IV – Cindy Osbourne, Southside

District VI – Toni McKelvey, Monroeville

District VII – Gina Smith, Prattville

District VIII – Renee Moore, Gulf Shores

District XI – Kelly Dean, Priceville

District XII – Betty Jones, Guntersville

District XIII – Lynn Porter, Trussville

New Business/Announcements:

President Karen Duncan reminded all clerks of the Region III Conference to be held January 13-15, 2010 in Orlando, Fl. More information is available on the Florida Associations website at [www.floridaclerks.org](http://www.floridaclerks.org).

President Duncan stated that she would like to see the Alabama clerks develop a website for our association.

Door prizes were given.

There being no further business, the meeting was duly adjourned at 1:30 p.m.

Peggy Shadix, MMC – Secretary  
Town of Sylvan Springs, Alabama

MINUTES OF BUSINESS MEETING  
ALABAMA MUNICIPAL CLERKS AND ADMINISTRATORS

ARTHUR R. OUTLAW CONVENTION CENTER  
MOBILE, ALABAMA

MAY 17, 2010

Call to Order/Welcome-Lynette Ogden, City Clerk, Town of Millport

Lynette Ogden introduced the officers: Vice President, Peggy Shadix, Town of Sylvan Springs; Secretary, Gina Antolini, City of Columbiana and Lynn Porter, City of Trussville. Lynette recognized first time attendees and new CMC and MMC recipients.

The minutes of the November 19, 2009 meeting were presented. Denise Jernigan-Bush of Saraland moved to approve the minutes as presented. Lisa Hanks of Fairhope seconded and the motion was unanimously approved by vote of all members present.

A copy of the Treasurer's Report was submitted by Lynn Porter, City of Trussville. Barbara Wester of Rainbow City moved to approve the report as presented. Shirley Henson of Oxford seconded and the motion was unanimously approved by vote of all members present.

Lynette announced the deadline for reserving rooms for the Summer Conference, June 11-12, 2010, in Orange Beach at the Fairfield Inn, is May 18, and the deadline for conference registration is June 1.

The following committee reports were presented:

Retirees-Shirley Henson of Oxford asked for information to add to the list of retirees.

Scrapbook-Karen Duncan of Pleasant Grove-If anyone has anything to add, please send to her.

Technology-Lee Frazier of Birmingham reported on the website, [www.aamcaonline.com](http://www.aamcaonline.com). Lynette thanked Lee on behalf of the association for all of his work.

Education-Paula Smith of Birmingham reported that the committee met by e-mail for planning.

Election Committee-Iva Nelson of Gadsden reported the election will be in November at the Annual Conference.

Scholarship Committee-Toni McKelvey of Monroeville reported on the raffle to benefit the scholarship fund.



ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
ALABAMA LEAGUE OF MUNICIPALITIES  
CONVENTION - MOBILE, ALABAMA  
MONDAY, MAY 17, 2010

**GENERAL ACCOUNT**

Beginning Balance January 1, 2010		\$17,338.93
Revenues		
Dues Paid 317 Towns/Cities	9,022.50	
Summer Conf 15 Registrations (5 Guests)	1,375.00	
Sponsorship 3 AMIC, MuniCode	<u>1,750.00</u>	
Judicial Corr.Srv.		
Total Revenues		\$12,147.50
Expenses		
AAMCA Pins	(-2,823.69)	
President Registration & Travel	<u>(-2,608.61)</u>	
Total Expenses		<u>(-\$5,471.90)</u>
Ending Balance May 14, 2010		
		<u>\$24,014.53</u>

**SCHOLARSHIP ACCOUNT**

Beginning Balance January 1, 2010		\$ 3,356.00
Revenues	.00	.00
Expenses	.00	<u>.00</u>
Ending Balance May 10, 2010		<u>\$ 3,356.00</u>

Receipt and Payment details available at AAMCA booth upon request.

Submitted by:  
Lynn B. Porter, MMC

AAMCA INVENTORY

May 14, 2010

Denim long-sleeved shirts

7 - Size 2XL

3 - Size 3XL

> Door Prizes 2010 collect

49 - Key finders - Door Prizes May + Nov 2010 collect

94 - Gold Alabama-shaped pins

167 - Oval, black background with gold pins

520 - Round, black background with gold and rhinestones

100 - Past-President, round, black background with gold and rhinestones

MINUTES OF BUSINESS MEETING  
ALABAMA MUNICIPAL CLERKS AND ADMINISTRATORS

PERDIDO BEACH RESORT  
ORANGE BEACH, ALABAMA  
NOVEMBER 18, 2010

Call to order/Welcome-Lynette Ogden, Town of Millport

President Ogden introduced the head table and the invocation was given by President elect Peggy Shadix, Town of Sylvan Springs.

President Ogden introduced and welcomed IIMC President Sharon Cassler, MMC, and recognized new CMC's, Jennifer Brown, Pell City, Lisa Hanks, Fairhope, Cynthia D. Harris, Lineville and Kathy Dumas, Graysville.

The minutes of the May 17, 2010 meeting at the Alabama League of Municipalities were presented by Secretary Gina Antolini, Columbiana. Frankie Petree, Hodges moved for approval of the minutes as presented and Betty Jones, Guntersville seconded. The motion was unanimously approved.

The Treasurer's report was submitted by Lynn Porter, Trussville. Toni McKelvey, Monroeville moved for approval as presented and Karen Duncan, Pleasant Grove seconded. The motion was unanimously approved.

President Ogden reported on the Region III Conference, to be held in Charlotte, NC, January 9-11, 2011 at the Marriott Charlotte Executive Park Hotel. The hotel rate is \$100.00 per night and transportation to and from Charlotte Douglas International Airport will be provided by the hotel shuttle at no additional charge. She urged the clerks to attend if at all possible. Also, IIMC Conference will be May 8-12, 2011 in Nashville, TN and flyers with complete information were circulated. Alabama clerks will receive a \$50.00 discount and new attendees an additional \$50.00 discount which provides an excellent opportunity for attendance at a reduced rate. Raffle tickets were made available with the winner receiving conference attendance.

The following committee reports were presented:

Clerk of the Year-Mary Lynn Williams, Spanish Fort-Clerk of the Year is Paula Smith, Birmingham.

Education Committee-Paula Smith, Birmingham- Fifty clerks attended the Summer Conference.

Election Committee-Iva Nelson, Gadsden-No official elections will be held as all officers are unopposed and Laura Carmack, Lincoln is the candidate for incoming Treasurer.

Scholarship Committee-Toni McKelvey, Monroeville-Silent auction to benefit the education fund will run until break on Friday.

Retiree Committee-Shirley Henson, Oxford-Addresses and contact information are needed.

Scrapbook Committee-Karen Duncan, Pleasant Grove-Send submissions to add to the scrapbook.

Sponsorship Committee-Frankie Petree, Hodges-Thanks to Lynette and to the sponsors.

Technology Committee-Lee Frazier, Birmingham-Issues with the website.

The following districts gave reports on their activities:

District I-Sue Raper, Vina

District II-Faye Gamble, Woodstock

District III-Gina Antolini, Columbiana

District IV-Terri Daulton, Heflin

District VIII-David Cohen, Daphne

District X-Deborah Daniel, Lanett

District XII-Betty Jones, Guntersville

District XIII-Susan Gilmore, Adamsville

District XIV-Lorrie Cook, Greensboro

New Business-

IIMC President addressed the members regarding the upcoming IIMC Conference and urged them to attend.

President Ogden discussed the Region III Conference, which rotates to Alabama in January of 2012. Possible locations discussed and two were determined to be the most advantageous, Montgomery (Renaissance) and Fairhope (Grand Hotel). A committee was formed to discuss details of the conference and the following clerks volunteered to serve from their district: Toni McKelvey, Monroeville, Betty Jones, Guntersville, Terri

Daulton, Heflin, Karen Duncan, Pleasant Grove, Faye Gamble, Woodstock, Gina Antolini, Columbiana, Sue Raper, Vina, Vicki Marsh, Hartford, Ruth Rose, Cullman, Lorrie Cook, Greensboro and Iva Nelson, Gadsden.

Karen Duncan, Pleasant Grove, moved to approve an advance to Mary Lynn Williams for the Region III Conference, to begin to secure the facility, when chosen and to make appropriate deposits.

RDS committed to a sponsorship of \$1,000.00 for Region III and President Ogden thanked them on behalf of the association.

Respectfully submitted,

Gina Antolini, CMC  
City of Columbiana

**ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
ANNUAL CONFERENCE - ORANGE BEACH, ALABAMA  
NOVEMBER 17-19, 2010**

**GENERAL ACCOUNT**

Beginning Balance January 1, 2010		\$17,338.93
Revenues		
Dues Paid	339 Towns/Cities	10,022.50
Summer Conf	49 Registrations (14 Guests)	4,325.00
Sponsorship	4 AMIC, MuniCode	<u>2,100.00</u>
	Judicial Corr.Srv., RDS	
Total Revenues		\$16,447.50
Expenses		
AAMCA Pins		(-2,863.29)
President Registration & Travel		(-4,503.31)
Print Raffle Tickets		(- 76.70)
Postage		(- 265.76)
League Convention Clerks' Breakfast		(-2,699.34)
League Convention Booth Supplies		(- 53.80)
Transfer deposit to Scholarship Fund		(- 100.00)
IIMC Registration (3)		(-1,730.00)
Summer Conference		(-5,534.31)
Deposit Slips		(- 24.50)
Univ.Ala - 2009 Sponsorship Annual Conf.		(-1,500.00)
AAMCA Registration IIMC President		(- 275.00)
Univ.Ala - 2010 Sponsorship Annual Conf.		(- 500.00)
Total Expenses		(-\$20,126.01)
Ending Balance November 14, 2010		<u>\$13,660.42</u>

Receipt and Payment details available upon request.

Submitted by:  
Lynn B. Porter, MMC  
AAMCA Treasurer

**ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
ANNUAL CONFERENCE - ORANGE BEACH, ALABAMA  
NOVEMBER 17-19, 2010**

**SCHOLARSHIP ACCOUNT**

Beginning Balance January 1, 2010		\$ 3,356.00
Revenues		
Raffle Ticket Sales	650.00	
Scholarship Donation	100.00	
Total Revenues		\$ 750.00
Expenses		
Bank charges, checks & deposit slips	77.33	
Total Expenses		\$ <u>77.33</u>
Ending Balance November 15, 2010		\$ <u>4,028.67</u>

Receipt and Payment details available upon request.

Submitted by:  
Lynn B. Porter, MMC  
AAMCA Treasurer

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS  
ALABAMA LEAGUE OF MUNICIPALITIES CONVENTION  
CLERKS' BREAKFAST BUSINESS MEETING  
JUNE 27, 2011

The Alabama Association of Municipal Clerks and Administrators met for a business session during the Clerks' breakfast at the League of Municipalities Convention held in Huntsville, Alabama on June 27, 2011. President Peggy Shadix called the meeting to order and asked Chuck Haygood, City Clerk, City of Huntsville to open with prayer and return thanks.

President Shadix welcomed those attending, and introduced the head table. She recognized the sponsors of the breakfast.

President Shadix recognized first time attendees Vicki Southern of Foley and Lisa Beasley of Clayton.

President Shadix then recognized those Clerks who have received their Certified Municipal Clerk and Master Municipal Clerk designation, as follows:

MMC  
Lisa Hanks, Fairhope  
Sheila Hamilton Burns, Hokes Bluff

CMC  
Lora Johnson, Langston  
Rita Findley, Bay Minette  
Joy Marler, Vincent  
Debra Brown, Douglas  
Laura Carmack, Lincoln

The minutes of the November Annual Conference were presented. Betty Jones, Guntersville, moved the minutes be approved, seconded by Iva Nelson, Gadsden, and the motion carried.

The treasurers report was presented. Cindy Osborne, Southside, moved this report be approved, seconded by Iva Nelson, Gadsden, and the motion carried.

Cindy Osborne, Southside, Clerks' Day Committee, was recognized to report on the upcoming Summer Conference. She stated this event will be held in Orange Beach at the Island House on July 15-16. Our training will consist of Elections topics, and the Clerk of the Year will be named Saturday evening.

Keith Mosley, Gardendale, Clerk of the Year Committee, reported five districts have submitted nominations. Those are Rebecca Leavings, Vestavia Hills, Candace Reed, Winfield, Carolyn May, Grant, Terri Daulton, Heflin, and Denise Jernigan Bush, Saraland.

The Region III Conference will be held at the Battle House in Mobile on January 18-20, 2012.

Shirley Henson, Oxford, reported for the Retiree committee, saying that she needs the names and addresses of retirees so that we can keep up with them.



District Reports were given as follows:

District I - Bob Leyde, Florence reported that they have met twice this year.

District III - Gina Antolini, Columbiana, reported their district as a whole has not been active, but the Shelby County clerks have met quarterly

District IV - Terri Daulton, Heflin, their district has met several times.

District VII - Dana Courtney, Pinckard, stated they meet quarterly and schedule sponsors and programs.

District VIII - Vicky Miller, Satsuma, stated their district has not met, but they stay in touch through e-mail communications.

District X - They have not met.

District XI - Rita Lee, Hartselle, asked everyone to continue to remember Gail Busby, formerly of Decatur, as she continues to recover in the hospital.

District XII - Betty Jones, Guntersville, stated they meet quarterly and have an average attendance of 20-30.

District XIII - Susan Gilmore, Adamsville, stated they meet monthly. Lee Frazier from this district has set up the AAMCA website, [AAMCAonline.com](http://AAMCAonline.com), and Rebecca Leavings and Lynn Porter have gotten the e-mail list going. This district is also home district of two of our State officers.

Lynn Porter, Trussville, was recognized and presented draft of Bylaws to serve as a companion piece to give guidance to our officers. She ask that each member review this draft. It will be brought before the membership for a vote at the November annual conference, and is currently posted on the website.

Rebecca Leavings, Vestavia Hills, Education Committee, was recognized and stated that she and the current officers are in agreement that the Certified Municipal Clerk training needs to get back to basics. A core curriculum has been developed to cover six sessions, and will be rotated to ensure all of the basic elements of the clerks' job are covered over a three-year period. IIMC Institute regulations now mandate an assessment component that can be accomplished by one of several methods. Our State Institute currently does not use testing, but we need to be proactive to address this before IIMC comes back to us. It appears that a test or quiz would be the simplest assessment tool to implement. This will be revisited at the November annual conference, and we have asked Tommy Pow of the University of Alabama to implement these new measures beginning in 2012. The draft core curriculum is posted on the website.

City Clerk Leavings stated we are working on the education portion of the Region III meeting in Mobile.

President Shadix stated we are also looking for door prizes for this meeting.

No other business coming before the body, the meeting was adjourned.

Respectfully submitted,

Lynn B. Porter, City of Trussville  
AAMCA Secretary

ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
ALABAMA LEAGUE OF MUNICIPALITIES  
CONVENTION - HUNTSVILLE, ALABAMA  
June 27, 2011

**GENERAL ACCOUNT**

Beginning Balance November 4, 2010 \$ 13,660.42

Revenues

Pin Sales		\$	195.00
Reimbursement	Scholarship Fund	\$	1,730.00
Dues Paid	302 Towns/Cities	\$	8,812.50
Summer Conf	75 Registrations (13 Guests)	\$	6,275.00
Sponsorship	5 GMC, JCS, AMIC, MCC	\$	2,750.00
	Regions		
Donation	Tornado Relief	\$	150.00
Donation	Scholarship Fund	\$	85.00

TOTAL REVENUES \$ 19,997.50

Expenses

Gifts/Annual Conference	\$	(417.99)
Advance/Region III	\$	(5,000.00)
Transfer to scholarship fund	\$	(85.00)
President Registration & Travel	\$	(2,365.06)
Refunds/overpayment of dues	\$	(50.00)
Refund/summer conference	\$	(75.00)
Gift/Perry Roquemore	\$	(410.00)

TOTAL EXPENSES \$ (8,403.05)

Ending Balance June 24, 2011 \$ 25,254.87

Receipt and Payment details available upon request.

Submitted by:  
Laura S. Carmack  
AAMCA Treasurer

**ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
ALABAMA LEAGUE OF MUNICIPALITIES  
CONVENTION - HUNTSVILLE, ALABAMA  
June 27, 2011**

**Scholarship Account**

Beginning Balance November 15, 2010		\$ 4,028.67
Revenues		
Silent Auction	\$ 654.00	
Donation	\$ 85.00	
TOTAL REVENUES		\$ 739.00
Expenses		
Split/auction proceeds (Bay Tree Council)	\$ (40.00)	
Transfer to General Fund/2010 IIMC scholarships	\$ (1,730.00)	
Reimbursement 2011 IIMC scholarship	\$ (510.00)	
TOTAL EXPENSES		\$ (2,280.00)
Ending Balance June 24, 2011		\$ 2,487.67

Receipt and Payment details available upon request.

Submitted by:  
Laura S. Carmack  
AAMCA Treasurer

ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
ANNUAL CONFERENCE - November 30- December 2, 2011

The Alabama Association of Municipal Clerks and Administrators met at the Perdido Beach Resort in Orange Beach, Alabama on November 30 through December 2, 2011 for their annual winter conference. President Peggy Shadix presided over the breakfast meeting on Thursday, December 1, and Secretary Lynn Porter recorded the minutes.

President Shadix called the meeting to order, and introduced the head table. She called upon City Manager Ken Grimes of Orange Beach who welcomed the group and thanked them for continuing to hold their conferences in Alabama to support our local economy.

City Clerk Bob Christmas, City of Clay opened the meeting in prayer.

President Shadix recognized first time attendees, and recognized those members who have attained their CMC and MMC certifications.

Deputy City Clerk Carole Epstein, City of Mountain Brook, was recognized and named and thanked the sponsors of this conference for their contributions.

President Shaddix called upon City Clerk Iva Nelson, City of Gadsden, Chairperson of the Nominations Committee. Iva explained that the President-Elect is automatically elevated to the office of President. The offices of President-Elect, Secretary and Treasurer are open for nomination and election each year. She explained that members in good standing may cast a vote, however each municipality is limited to one vote per city. We will conduct an election during the day to determine the offices with opposition, and announce the outcome at the end of the afternoon session.

She introduced President-Elect Gina Antolini, City of Columbiana as the incoming President of our Association beginning in January.

Iva then stated that Lynn Porter, City of Trussville has placed her name for consideration for the office of President-Elect. The floor was opened for other nominations, and there being none, nominations were closed. Karen Duncan, Pleasant Grove moved the name of Lynn Porter be certified to the office of President-Elect, seconded by Paula Katauskas, Kinston, and upon a voice vote, the motion carried.

Iva stated that Laura Carmack has placed her name for consideration for the office of Secretary. The floor was opened for other nominations, and there being none, nominations were closed. Gina Antolini, Columbiana moved the name of Laura Carmack be certified to the office of Secretary, seconded by Nina Dickerson, Newton, and upon a voice vote, the motion carried.

Iva announced that two people have placed their names for consideration for the office of Treasurer, those being Terri Daulton of Heflin and Lisa Hanks of Fairhope. Terri Daulton was

recognized and asked that her name be withdrawn from consideration as she has lost her assistant, and felt that she could not assume additional duties at this time. The floor was opened for other nominations, and there being none, nominations were closed. Lynette Ogden, Millport, moved the name of Lisa Hanks be certified to the office of Treasurer, seconded by April Price, Wilton, and upon a voice vote, the motion carried.

The meeting was adjourned.

Respectfully submitted,

Lynn B. Porter  
AAMCA Secretary

**ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
FALL CONFERENCE  
PERDIDO BEACH, ALABAMA  
November 30, 2011**

**GENERAL ACCOUNT**

Beginning Balance June 24, 2011 \$ 25,254.87

Revenues

Pin Sales	\$	30.00	
Shirts	\$	340.00	
Dues Paid	\$	205.00	
Summer Conf Registration	\$	3,150.00	
Sponsorship JCS, AMIC, RDS, Regions	\$	2,850.00	
Donation Tornado Relief	\$	326.00	
Region III Registration	\$	2,475.00	
<b>TOTAL REVENUES</b>			<b>\$ 9,376.00</b>

Expenses

Summer Conference(Island House)	\$	(7,076.48)	
Retainer/Deposit/Region III	\$	(972.50)	
Plaques/Supplies/Summer Conference	\$	(2,610.51)	
President Registration & Travel	\$	(1,810.05)	
ALM Breakfast	\$	(2,350.00)	
Refund/summer conference	\$	(150.00)	
Shirts	\$	(340.00)	
Tornado Relief	\$	(476.00)	
Planners	\$	(819.70)	
Region III Printing/Postage	\$	(680.76)	
<b>TOTAL EXPENSES</b>			<b>\$ (17,286.00)</b>

Ending Balance November 23, 2011 \$ 17,344.87

Receipt and Payment details available upon request.

Submitted by:  
Laura S. Carmack  
AAMCA Treasurer

**ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
TREASURER'S REPORT  
FALL CONFERENCE  
PERDIDO BEACH, ALABAMA  
November 30, 2011**

**Scholarship Account**

Beginning Balance June 24, 2011		\$ 2,487.67
Revenues		
Donation	\$ 25.00	
Donation	\$ 100.00	
TOTAL REVENUES		\$ 125.00
Expenses		
Reimbursement 2011 IIMC scholarship	\$ (510.00)	
Gift Cards/Raffle	\$ (100.00)	
TOTAL EXPENSES		\$ (610.00)
Ending Balance November 23, 2011		\$ 2,002.67

Receipt and Payment details available upon request.

Submitted by:  
Laura S. Carmack  
AAMCA Treasurer

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS**

**BYLAWS**

**TO BE USED AS SUPPLEMENTAL INFORMATION  
TO THE AAMCA CONSTITUTION**

**ADOPTED AND APPROVED ON DECEMBER 1, 2011**



ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS  
BYLAWS

- I. Officer Responsibilities not provided in Constitution
  - A. The President shall:
    1. Approve all invoices to be paid by the Treasurer that are approved outside of convened sessions of the Association.
  - B. The Treasurer shall:
    1. Have custody of all Association funds, making disbursements only as authorized by the Association, either by specific action or vote of the membership or upon approval of the President on invoices received at other times. Accounts shall bear the name of the Association, and signature cards shall bear the names of at least two of the four officers on each account.
    2. Forward a copy of bank account statement(s) to the President monthly.
    3. Provide a copy of the membership roster to the President or other officers annually or as needed.
- II. President and Vice-president Registration and Travel
  - A. Registration and travel expenses may be paid from the Association treasury only to those events at which the President presides or to IIMC or IIMC Region III meetings where the President represents the State Association. This does not include costs incurred for semi-annual AAMCA certification classes.
  - B. The Vice-President's travel expenses may be paid for attendance at District meetings throughout the state.

### III. SCHOLARSHIPS

- A. Funding permitting, a maximum of three scholarships per year may be approved to IIMC Annual Conference.
- B. Any member whose dues are current may apply for scholarship by filing the prescribed application. The Scholarship Committee shall determine the approval of funding based upon need and/or other demonstrated criteria.
- C. Scholarships will not be awarded to the same individual more frequently than every 3 years, with new applicants being given first priority.
- D. In years that the state association hosts the Region III conference, one registration shall be offered by the association as a door prize at the November conference. This registration shall not include travel or lodging expenses.

### IV. AMENDMENTS

- A. Amendments to the bylaws shall be approved in the same manner as amendments to the Constitution.

CONSTITUTION OF THE ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS

ARTICLE I  
NAME

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the organization.

ARTICLE II  
PURPOSES

The purpose of this organization shall be to improve the administration of City and Town Government in Alabama through officials and/or persons vested with the powers and duties commonly known as City Clerks, Assistant Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, Finance Officers, and Purchasing Agents. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following: To establish a cohesive group of persons who have the routine responsibilities of record keeping, administration and finances of the municipalities of Alabama. That through this organization there will be a greater recognition and appreciation of the importance of the offices hereinbefore referred to; in that these people maintain a continuity of government which at times is so vital to its operation. To bring about the enlistment and training of qualified public employees; to exchange and disseminate information, ideas, and techniques relating to the duties of the members. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

ARTICLE III  
MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization.

MEMBERSHIP CLASSES - VOTING RIGHTS. There shall be only one class of membership: that of the active member. Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality.

ARTICLE IV  
OFFICERS AND TERM OF OFFICE

Any active member shall be eligible to hold office.

The officers of the organization shall be an executive committee. This executive committee shall be made up of one member, hereafter known as Director, from each of the twelve districts into which the State has been divided, for the purpose of electing an executive committee. A Director shall be elected to serve as Chairman of the executive committee.

Each district shall elect a Director and Co-Director from that district. In the absence of the Director the Co-Director shall represent that district with all the rights and privileges accorded the Director, except that of being elected an officer of the organization. The executive committee shall at its Spring meeting of the Alabama League of Municipalities then elect from the twelve Directors of the executive committee so elected by the districts: a President, a Vice President, a Recording Secretary and a Treasurer. The President-elect may then appoint any district members to act as Corresponding Secretary to serve at the pleasure of the President and perform various duties as assigned by the President.

The Co-Director from the district in which the Director has been elected to the office of either President, Vice President, Recording Secretary or Treasurer, will become the Director from that district and a new Co-Director shall be elected to fill the vacancy.

The officers so elected shall serve for a term of one year or until their successors are elected and qualified. These elections shall be held each year in conjunction with the meeting of the organization at the time of the convention of the Alabama League of Municipalities.

ARTICLE V  
POWERS AND DUTIES OF OFFICERS

Except as is in this constitution otherwise provided, the powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their offices.

ARTICLE VI  
MEETING

The organization shall meet regularly twice each year. The annual meeting to be held concurrently with the annual convention of the Alabama League of Municipalities and the second meeting to be held each year concurrently with the City Clerks Training Institute and it is suggested that each district hold at least two meetings each year within the district.

ARTICLE VII  
DUES

Membership dues shall be \$10.00 per annum for each member. Dues to cover the period from January 1 to December 31 each year will be due and payable between January 1 and May 1 each year. Except that the first dues to be collected in 1972 shall be \$3.00 but shall cover the period from April 1 of 1972 to December 31 of 1972.

ARTICLE VIII  
MISCELLANEOUS

Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control.

ARTICLE IX  
AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the Chairman of the executive committee. The membership shall be furnished a copy of any and all proposed amendments as far ahead of the annual meeting as possible. When filed during an annual meeting, amendments may be voted on during that particular session if it be the pleasure of the members in attendance. Proposed amendments to the constitution may be voted on only during an annual meeting or a meeting concurrent with the Clerks Training Institute. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the constitution.

Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

January 1, 1983

CONSTITUTION OF THE ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS

ARTICLE I  
NAME

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the organization.

ARTICLE II  
PURPOSES

The purpose of this organization shall be to improve the administration of City and Town Government in Alabama through officials and/or persons vested with the powers and duties commonly known as City Clerks, Assistant Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, Finance Officers, and Purchasing Agents. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following: To establish a cohesive group of persons who have the routine responsibilities of record keeping, administration and finances of the municipalities of Alabama. That through this organization there will be a greater recognition and appreciation of the importance of the offices hereinbefore referred to; in that these people maintain a continuity of government which at times is so vital to its operation. To bring about the enlistment and training of qualified public employees; to exchange and disseminate information, ideas and techniques relating to the duties of the members. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

January 1, 1983

ARTICLE III  
MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization.

MEMBERSHIP CLASSES - VOTING RIGHTS. There shall be only one class or membership that of the active member. Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality.

ARTICLE IV  
OFFICERS AND TERM OF OFFICE

1. OFFICERS.

The officers of the organization shall consist of a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall be elected by the membership at the Annual General Meeting during the convention of the Alabama League of Municipalities. Officers so elected shall be installed immediately following election and shall serve for a term of one year, or until their successors have been duly elected and installed.

2. EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the elected Officers, the Immediate Past President, and a number of Directors chosen as described in Section 3 below. The Executive Committee shall conduct the routine business of the organization except for matters that require a vote of the general membership. The President shall serve as the Chairman of the Executive Committee.

3. DIRECTORS.

The state of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Municipal Clerks in each District shall, prior to each Annual General Meeting,

January 1, 1983

elect a Director for that District, who shall assume office at the Annual General Meeting for a term of one year. In event a District fails to elect a Director, the President shall appoint a Director to serve that Division until the next Annual General Meeting.

ARTICLE V  
POWERS AND DUTIES OF OFFICERS

Except as is in this constitution otherwise provided, the powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their offices.

ARTICLE VI  
MEETING

The organization shall meet regularly twice each year. The annual meeting to be held concurrently with the annual convention of the Alabama League of Municipalities and the second meeting to be held each year concurrently with the City Clerks Training Institute and it is suggested that each district hold at least two meetings each year within the district.

ARTICLE VII  
DUES

Membership dues shall be <sup>7.00</sup>~~10.00~~ per annum for each member, due and payable at the Annual General Meeting during the convention of the Alabama League of Municipalities, for the period from that meeting till the next Annual General Meeting.

ARTICLE VIII  
MISCELLANEOUS

Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control.

January 1, 1983

ARTICLE IX  
AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the Chairman of the executive committee. The membership shall be furnished a copy of any and all proposed amendments as far ahead of the annual meeting as possible. When filed during an annual meeting, amendments may be voted on during that particular session if it be the pleasure of the members in attendance. Proposed amendments to the constitution may be voted on only during an annual meeting or a meeting concurrent with the Clerks Training Institute. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the constitution.

Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.



June 1, 1984

CONSTITUTION OF THE ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS

ARTICLE I  
NAME

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the organization.

ARTICLE II  
PURPOSES

The purpose of this organization shall be to improve the administration of City and Town Government in Alabama through officials and/or persons vested with the powers and duties commonly known as City Clerks, Assistant Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, Finance Officers, and Purchasing Agents. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following: To establish a cohesive group of persons who have the routine responsibilities of record keeping, administration and finances of the municipalities of Alabama. That through this organization there will be a greater recognition and appreciation of the importance of the offices hereinbefore referred to; in that these people maintain a continuity of government which at times is so vital to its operation. To bring about the enlistment and training of qualified public employees; to exchange and disseminate information, ideas and techniques relating to the duties of the members. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

June 1, 1984

ARTICLE III  
MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization.

MEMBERSHIP CLASSES - VOTING RIGHTS. There shall be two classes of membership. That of the ACTIVE MEMBER and that of LIFE MEMBER. Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality.

ARTICLE IV  
OFFICERS AND TERM OF OFFICE

1. OFFICERS.

The officers of the organization shall consist of a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall be elected by the membership at the Annual General Meeting during the convention of the Alabama League of Municipalities. Officers so elected shall be installed immediately following election and shall serve for a term of one year, or until their successors have been duly elected and installed.

2. EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the elected Officers, the Immediate Two Past Presidents. The Executive Committee shall conduct the routine business of the organization except for matters that require a vote of the general membership. The President shall serve as the Chairman of the Executive Committee.

3. DIRECTORS.

The state of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Municipal Clerks in each District shall, prior to each Annual General Meeting,

June 1, 1984

elect a Director for that District, who shall assume office at the Annual General Meeting for a term of one year. In event a District fails to elect a Director, the President shall appoint a Director to serve that Division until the next Annual General Meeting.

ARTICLE V  
POWERS AND DUTIES OF OFFICERS

Except as is in this constitution otherwise provided, the powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their officers.

ARTICLE VI  
MEETING

The organization shall meet regularly twice each year. The annual meeting to be held concurrently with the annual convention of the Alabama League of Municipalities and the second meeting to be held each year concurrently with the City Clerks Training Institute and it is suggested that each district hold at least two meetings each year within the district. The fiscal and administrative year shall be effective June 1st each year.

ARTICLE VII  
DUES

Membership dues shall be \$20.00 per annum for each member due and payable at the Annual General Meeting during the convention of the Alabama League of Municipalities, for the period from that meeting till the next Annual General Meeting.

ARTICLE VIII  
MISCELLANEOUS

Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control.

June 1, 1984

ARTICLE IX  
AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the Chairman of the executive committee. The membership shall be furnished a copy of any and all proposed amendments as far ahead of the annual meeting as possible. When filed during an annual meeting, amendments may be voted on during that particular session if it be the pleasure of the members in attendance. Proposed amendments to the constitution may be voted on only during an annual meeting or a meeting concurrent with the Clerks Training Institute. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the constitution.

Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

CONSTITUTION OF THE ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS

Revised through November 17, 1989.

ARTICLE I  
NAME

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the organization.

ARTICLE II  
PURPOSE

The purpose of this organization shall be to improve the administration of City and Town Government in Alabama through those officials and/or persons vested with the powers and duties commonly known as City Clerks, Assistant or Deputy Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, Finance Officers, and Purchasing Agents. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following: To establish a cohesive group of persons who have the responsibilities of record keeping, administration and finances of the municipalities of Alabama. That through this organization there will be a greater recognition and appreciation of the importance of the offices hereinabove referred to; in that these persons maintain a continuity of government which is so vital to its operation. To bring about the enlistment and training of qualified public employees; to exchange and disseminate information, ideas and techniques relating to the duties of the members. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

ARTICLE III  
MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization. There shall be two classes of membership. That of the ACTIVE MEMBER and that of the LIFE MEMBER. An Active Member IN GOOD STANDING has paid his/her current dues in full. All dues are waived for a Life Member. Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality.

ARTICLE IV  
MEETINGS

The organization shall meet three times each year. The Spring General Meeting will be held concurrently with the annual convention of the Alabama League of Municipalities; the Fall General Meeting will be held concurrently with the annual Clerks Training Institute; and the third Business Meeting shall be held on CLERKS DAY, the date of which will be determined each year.

ARTICLE V.  
OFFICERS AND TERM OF OFFICE

Any Active Member in good standing is eligible to hold office.

The officers of the organization shall consist of a President, a President-Elect, a Secretary, and a Treasurer. The President-Elect, the Secretary, and the Treasurer shall each be elected by the membership during the Fall General Meeting at the Clerks Training Institute of each year. The President-Elect shall automatically be elevated to the office of President the year immediately following the year served as President-Elect. The Secretary and the Treasurer shall be elected each year. An officer is not prohibited from seeking re-election or election to another position with the exception of the President-Elect.

Elected officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning 1 January through 31 December, or until their successors have been duly elected and installed.

Should any officer be unable to complete his/her term after installation, a replacement shall be appointed by a committee composed of the remaining officers plus two immediate past-presidents if said committee agrees that a replacement is needed to complete the unexpired term for the good of the organization. The chairman of this committee shall be first, the President; second, the President-Elect; third, the Secretary; fourth, the Treasurer; fifth, the most immediate Past President; and sixth, the second-most immediate Past President.

ARTICLE VI  
POWERS AND DUTIES OF OFFICERS

The officers shall conduct the routine business of the organization except for matters that can be acted upon by the general membership during a regularly scheduled meeting.

Except as is in this constitution otherwise provided, all other powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their office.

#### ARTICLE VII DUES

Membership dues shall be on a graduated basis according to municipal population; said basis or rate to be determined by the general membership from time to time. Dues are due and payable at each Fall General Meeting during the Clerks Training Institute for one calendar year beginning the following 1 January. Any member failing to pay dues by the time of the following Spring General Meeting shall be delinquent and in danger of not being a member in good standing at the time of the next Fall General Meeting.

#### ARTICLE VIII DISTRICTS

The State of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Clerks in each District shall, prior to each Fall General Meeting, elect a Director for that District, who shall assume office for a period of one year beginning the following 1 January. In the event a District fails to elect a Director, the President shall appoint a Director to serve that District. It is suggested that each District hold at least two meetings each calendar year within the District.

#### ARTICLE IX AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the Constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the President and with the Chairman of the Legislative Committee; and a copy shall be furnished to the general membership as far ahead of a General Meeting as possible. Proposed amendments may be voted on only during a Spring General Meeting or a Fall General Meeting. When filed during a General Meeting, amendments may be voted on during that particular meeting if it be the pleasure of the members in attendance. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the Constitution. Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

ARTICLE X  
MISCELLANEOUS

The fiscal and administrative year shall be effective January 1st of each year.

The President-Elect shall serve as a general director of all Districts, working with these mini-organizations toward the betterment of the state-wide Association in terms of service, recognition, legislative action, and cooperation. District Directors are asked to notify the President-Elect of their scheduled meetings so as to allow the President-Elect to attend as many District meetings as possible.

The Secretary shall be responsible for the up-dating of this Constitution when and each time the general membership, in either of the two General Meetings, duly adopts changes. The Constitution shall be revised and retyped according to the Secretary's minutes, properly dated and inserted in the minutes book. A copy of the newly revised Constitution shall immediately be sent by the Secretary to each of the other three officers; and one copy shall be sent to the Editors and Publishers of the organization's newsletter (THE CLERKS CHATTER) for publication thus providing each member with an updated version at all times.

Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control.



# CONSTITUTION OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

## ARTICLE I

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the organization.

## ARTICLE II

The purpose of this organization shall be to improve the administration of City and Town Government in Alabama through those officials and/or persons vested with the powers and duties commonly known as City Clerk, Assistant or Deputy Clerk, City Managers, Administrative Assistants, City Treasurer, Finance Officers, Purchasing Agents or key support personnel to those offices. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following:

1. To establish a cohesive group of persons who have the responsibilities of record keeping, administration and finances of the municipalities of Alabama.
2. To promote through this organization a greater recognition and appreciation of the importance of the offices hereinabove referred to, in that these persons maintain a continuity of government which is so vital to its operation.
3. To bring about the enlistment and training of qualified public employees.
4. To exchange and disseminate information, ideas and techniques relating to the duties of the members.
5. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

### ARTICLE III MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization. There shall be two classes of membership.

1. Active Member - a member who is currently employed in Municipal Government in one or more of the capacities listed in Article II with all dues currently paid in full.
2. Retired Member - an individual who has been an active member of the organization and has retired from active employment. Members automatically change from Active to Retired status upon serving notice of retirement to the Treasurer. All dues are waived for a retired member.

Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality, and only active members will be allowed to vote on issues concerning the organization.

### ARTICLE IV MEETINGS

The organization shall meet three times each year. The Spring General Meeting will be held concurrently with the annual convention of the Alabama League of Municipalities, the Fall General Meeting will be held concurrently with the annual Clerks Training Institute, and the third meeting shall be held on CLERK'S DAY, the date of which will be determined each year.

ARTICLE V  
OFFICERS AND TERM OF OFFICE

Any Active Member in good standing is eligible to hold office.

The officers of the organization shall consist of a President, a President-Elect, a Secretary, and a Treasurer. The President-Elect, the Secretary, and the Treasurer shall be elected by the membership during the Fall General Meeting at the Clerks Training Institute each year. The President-Elect shall automatically be elevated to the office of President the year immediately following the year served as President-Elect. An officer is not prohibited from seeking re-election or election to another position with the exception of President-Elect. If more than two candidates are seeking the same office and no one receives a majority of the votes, then a run-off election will be held between the top two candidates for that office. Elected officers shall be installed immediately following the election and shall serve for a term of one calendar year, beginning 1 January through 31 December, or until their successors have been duly elected and installed.

Should any officer be unable to complete his/her term after installation, a replacement shall be appointed by a committee composed of the remaining officers plus two immediate past-presidents if said committee agrees that a replacement is needed to complete the unexpired term for the good of the organization. The chairman of this committee shall be first, the President; second the President-Elect; third, the Secretary; fourth, the Treasurer; fifth, the most immediate Past President; and sixth the second-most immediate Past President.

ARTICLE VI  
POWERS AND DUTIES OF OFFICERS

The officers shall conduct the routine business of the organization except for matters that should be acted upon by the general membership during a regularly scheduled meeting.

The duties outlined below are not considered all inclusive:

1. The President shall be the chief administrative officer of the organization and shall:
  - A. Preside at all meetings of the organization.
  - B. Appoint all committees, and chairpersons.
  - C. Serve as ex-officio member of all committees.
  - D. Performs all duties necessary for the normal operation of the organization not otherwise provided.
  
2. The President-Elect, in addition to the usual duties of the office shall:
  - A. Assist in the organizational and educational programs.
  - B. Serve as a general director of all Districts, working with these min-organizations toward the betterment of the state-wide Association in terms of service, recognition, legislative action, and co-operation. District Directors are asked to notify the President-Elect to attend as many District meetings as possible.
  - C. He/she will prepare to assume the Office of President at the close of his/her term as President-Elect.
  
3. The Secretary shall:
  - A. Send notice to appropriate parties.
  - B. Prepare and maintain minutes of all business meetings of the organization.
  - C. Update the Constitution as provided in Article X.
  
4. The Treasurer shall:
  - A. Serve as chief financial officer of the organization.
  - B. Be responsible for the receipt and deposit of all funds of the organization in one or more depositories as designated.
  - C. Properly disburse funds of the organization in accordance with the authorities, restrictions and budgetary requirements authorized.

- D. Send notices for dues to Active Members.
- E. Maintain membership rolls.

Except as in this constitution otherwise provided, all other powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their office.

## ARTICLE VII DUES

Membership dues shall be on a graduated basis according to municipal population: said basis or rate to be determined by the general membership from time to time. Dues are due and payable on January 1 each year and are for one calendar year beginning January 1. Any member failing to pay dues by January 1 will no longer be considered an active member.

## ARTICLE VIII DISTRICTS

The State of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Clerks in each District shall, prior to each Fall General Meeting, elect a Director for that District, who shall assume office for a period of one year beginning the following 1 January. In the event a District fails to elect a Director, the President shall appoint a Director to serve that District. It is suggested that each District hold at least two meeting each calendar year within the District.

## ARTICLE IX AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the Constitution shall be in writing setting for the particular change or changes proposed and shall be filed with the President and with the Secretary, who shall furnish copies to the general membership as far

ahead of a General Meeting as possible. Proposed amendments may be voted on during that particular General Meeting if it is the pleasure of the members in attendance. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the Constitution. Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

## ARTICLE X MISCELLANEOUS

The fiscal and administrative year shall be effective January 1 of each year.

The Secretary shall be responsible for the updating of this Constitution when, and each time, the general membership, in either of the General Meetings, duly adopts changes. The Constitution shall be revised and retyped according to the Secretary's minutes, properly dated and inserted in the minute book. A copy of the newly revised Constitution shall immediately be sent by the Secretary to each of the other three officers; and one copy shall be sent to the Editors and Publishers of the organization's newsletter (The Clerk's Chatter) for publication thus providing each member with an updated version at all times.

Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Robert's Rule of Order shall apply and control.

There is hereby created a permanent, non-officer, position known as Parliamentarian, to be appointed by the President, and whose term shall run concurrent with the President, or until a successor has been duly appointed. Any member appointed may serve an unlimited number of terms including consecutive terms. The organization shall furnish the Parliamentarian with a current copy of Roberts Rules of Order with which he/she must become thoroughly familiar. The Parliamentarian is obligated to attend all business meetings of the organization and to possess a copy of Roberts Rules of Order for necessary reference. Should a question or parliamentary procedure arise, the Presiding Officer shall call upon the Parliamentarian for clarification, and his/her decision shall govern.

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS**

**RULES AND PROCEDURES FOR ELECTION OF OFFICERS**

**I. INTRODUCTION**

**SECTION 1. ESTABLISHMENT OF RULES**

In accordance with the provisions of the Constitution of the Alabama Association of Municipal Clerks and Administrators, the following rules and procedures for election of officers are established for the information and guidance of its membership.

**SECTION 2. QUALIFIED VOTERS**

Any one (1) Active Member from a City or Town will be allowed to vote. An Active Member is described as a member who is currently employed in Municipal Government and who has all dues currently paid in full.

**SECTION 3. QUALIFICATIONS OF CANDIDATES AND OFFICES TO BE FILLED**

Any Active Member in good standing is eligible to hold office.

The officers of the Association consists of President, a President-Elect, Secretary, and Treasurer. The President-Elect, Secretary, and Treasurer shall be elected by the membership. The President-Elect shall automatically take the position of President the year immediately following the year served as President-Elect.

**SECTION 4. TIME AND PLACE OF ELECTION**

The election shall be conducted during the Fall General Meeting at the Clerks Training Institute each year. The actual date of the election will be announced in the October's Clerks Chatter.

**SECTION 5. QUALIFICATION REQUIREMENTS AND DEADLINE**

After January 1st of each year, any active member may state their desire to run for one of the three offices by notifying in writing a member of the Election Committee (this committee is appointed by the President).

The deadline to qualify shall be October 1st of the same year.

**SECTION 6. VOTERS LIST**

A list of qualified voters will be furnished by the Treasurer to the Election Committee on the first day of the Clerk Training Institute. Only the names of the qualified voters present will

appear on the voters list and be allowed to vote.

Although there may be more than one qualified active member from a City or Town, only one vote will be allowed, and that vote will be the Municipal Clerk or other active member designated by the Municipal Clerk.

#### **SECTION 7. METHOD ON VOTING**

It will be at the discretion of the Election Committee which of the following methods is used for voting:

- a) Paper Ballots
- b) Electronic Machines
- c) Other approved voting method used in the State of Alabama

#### **SECTION 8. ELECTION RESULTS, INSTALLATION, AND TERMS OF OFFICE**

It shall require a plurality of the vote for each office to be declared the winner. If more than two (2) candidates are seeking the same office and no one receives a majority of the votes, a run-off will be had for the top two (2) candidates. If there is a tie in the run-off, the winner shall be determined by drawing of lots.

Elected Officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning January 1st through December 31st, or until their successors have been duly elected and installed.

If there is no candidate for an office or if an elected officer is unable to complete their term, a replacement shall be appointed by a committee composed of the new President, any new officers elected, and two immediate past presidents.

Presented by Linda T. Humber, C.M.C. and Jo Bates, C.M.C.  
Election Committee 1994.



# CONSTITUTION OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

Revised through November 2003

## ARTICLE I NAME

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the organization.

## ARTICLE II PURPOSE

The purposed of this organization shall be to improve the administration of City and Town Government in Alabama through those officials and/or persons vested with the powers and duties commonly known as City Clerks, Assistant or Deputy Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, Finance Officers, Purchasing Agents or key support personnel to these offices. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following:

1. Establish a cohesive group of persons who have the responsibilities of record keeping administration and finances of the municipalities of Alabama.
2. To promote through this organization a greater recognition and appreciation of the importance of the offices hereinabove referred to, in that these persons maintain a continuity of governments, which is so vital to its operation.
3. To bring about the enlistment and training of qualified public employees.
4. To exchange and disseminate information, ideas and techniques relating to the duties of the members.
5. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

## ARTICLE III MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organizations. There shall be two classes of membership.

1. Active Members – a member who is currently employed in the Municipal Government in one or more of the capacities listed in Article II with all dues currently paid in full except Assistant or Deputy Clerks who shall pay one-half the amount of dues for their City or Town.
2. Retired Members – an individual who has been an active member of the organization and has retired from active employment. Members automatically change from Active to Retired status upon serving notice of retirement to the Treasurer.

Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality, and only active members will be allowed to vote on issues concerning the organization.

#### **ARTICLE IV MEETINGS**

The organization shall meet three times each year. The Spring General Meeting will be held concurrently with the annual convention of the Alabama League of Municipalities; the Fall General Meeting will be held concurrently with the annual Clerks Training Institute; and the third Meeting shall be held on CLERKS DAY, the date of which will be determined each year.

#### **ARTICLE V OFFICERS AND TERM OF OFFICE**

Any Active Member in good standing is eligible to hold office.

The officers of the organization shall consist of a President, a President-Elect, a Secretary, and a Treasurer. The President-Elect, the Secretary, and the Treasurer shall be elected by the membership during the Fall General Meeting at the Clerks Training Institute each year. The President-Elect shall automatically be elevated to the office of President the year immediately following the year served as President-Elect. An officer is not prohibited from seeking re-election or election to another position with the exception of President-Elect. If more than two candidates are seeking the same office and no one receives a majority of the votes, then a run-off election will be held between the top two candidates for that office. Elected officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning 1 January through 31 December, or until their successors have been duly elected installed.

Should any officer be unable to complete his/her term after installation, a replacement shall be appointed by a committee composed of the remaining officers plus two immediate past-presidents if said committee agrees that a replacement is needed to complete the unexpired term for the good of the organization. The

chairman of this committee shall be first, the President; second, the President-Elect; third, the Secretary; fourth, the Treasurer; fifth, the most immediate Past President; and sixth, the second-most immediate Past President.

## ARTICLE VI POWERS AND DUTIES OF OFFICERS

The officers shall conduct the routine business of the organization except for matters that should be acted upon by the general membership during a regularly scheduled meeting.

The duties outlined below are not considered all inclusive:

1. The President shall be the chief administrative officer of the organization and shall:
  - A. Preside at all meetings of the organization.
  - B. Appoint all committees, and chairpersons.
  - C. Serve as ex-officio member of all committees.
  - D. Perform all duties necessary for the normal operation of the organization not otherwise provided.
  
2. The President-Elect, in addition to the usual duties of the office shall:
  - A. Assist in the organizational and educational programs.
  - B. Serve as a general director of all Districts, working with these mini-organizations toward the betterment of the statewide Association in terms of service, recognition, legislative action, and cooperation. District Directors are asked to notify the President-Elect to attend as many District meetings as possible.
  - C. He/she will prepare to assume the Office of President at the close of his/her term as President-Elect.
  
3. The Secretary shall:
  - A. Send notices to appropriate parties.
  - B. Prepare and maintain minutes of all business meetings of the organization.
  - C. Update the Constitution as provided in Article X.
  
4. The Treasurer shall:
  - A. Serve as chief financial officer of the organization.
  - B. Be responsible for the receipt and deposit of all funds of the organization in one or more depositories as designated.

- C. Properly disburse funds of the organization in accordance with the authorities, restrictions and budgetary requirements authorized.
- D. Send notices for dues to Active Members.
- E. Maintain membership rolls.

Except as in this constitution otherwise provided, all other powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their office.

## ARTICLE VII DUES

Membership dues shall be on a graduated basis according to municipal populations; said basis or rate to be determined by the general membership from time to time. Dues are due and payable on January 1 each year and are for one calendar year beginning January 1. Any member failing to pay dues by January 1 will no longer be considered an active member.

Deputy clerks and/or Assistant Municipal Clerks may become members by paying one-half the regular membership dues provided the Municipal Clerk within the city is a member and has paid the regular membership dues amount.

Retired Clerks will be allowed to remain as members of AAMCA and pay a flat rate of \$10.00 dues, with member privileges, except voting on matters pertaining to AAMC.

## ARTICLE VIII DISTRICTS

The State of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Clerks in each District shall, prior to each Fall General Meeting, elect a Director for that District, who shall assume office for a period of one year beginning the following January 1. In the event a District fails to elect a Director, the President shall appoint a Director to serve that District. It is suggested that each District hold at least two meetings each calendar year within the District.

## ARTICLE IX AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the Constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the President and with the Secretary, who shall furnish copies to the general membership as far ahead of a General Meeting as possible. Proposed amendments may be voted on during that particular General Meeting if it is the pleasure of the members in attendance. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the Constitution. Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

## ARTICLE X MISCELLANEOUS

The fiscal and administrative year shall be effective January 1 of each year.

The Secretary shall be responsible for the updating of this Constitution when, and each time, the general membership, in either of the General Meetings, duly adopts a change. The Constitution shall be revised and retyped according to the Secretary's minutes, properly dated and inserted in the minute book. A copy of the newly revised Constitution shall immediately be sent by the Secretary to each of the three officers; one copy shall be sent to the Editors and Publishers of the organization's newsletter (The Clerk's Chatter) for publication thus providing each member with an updated version at all times.

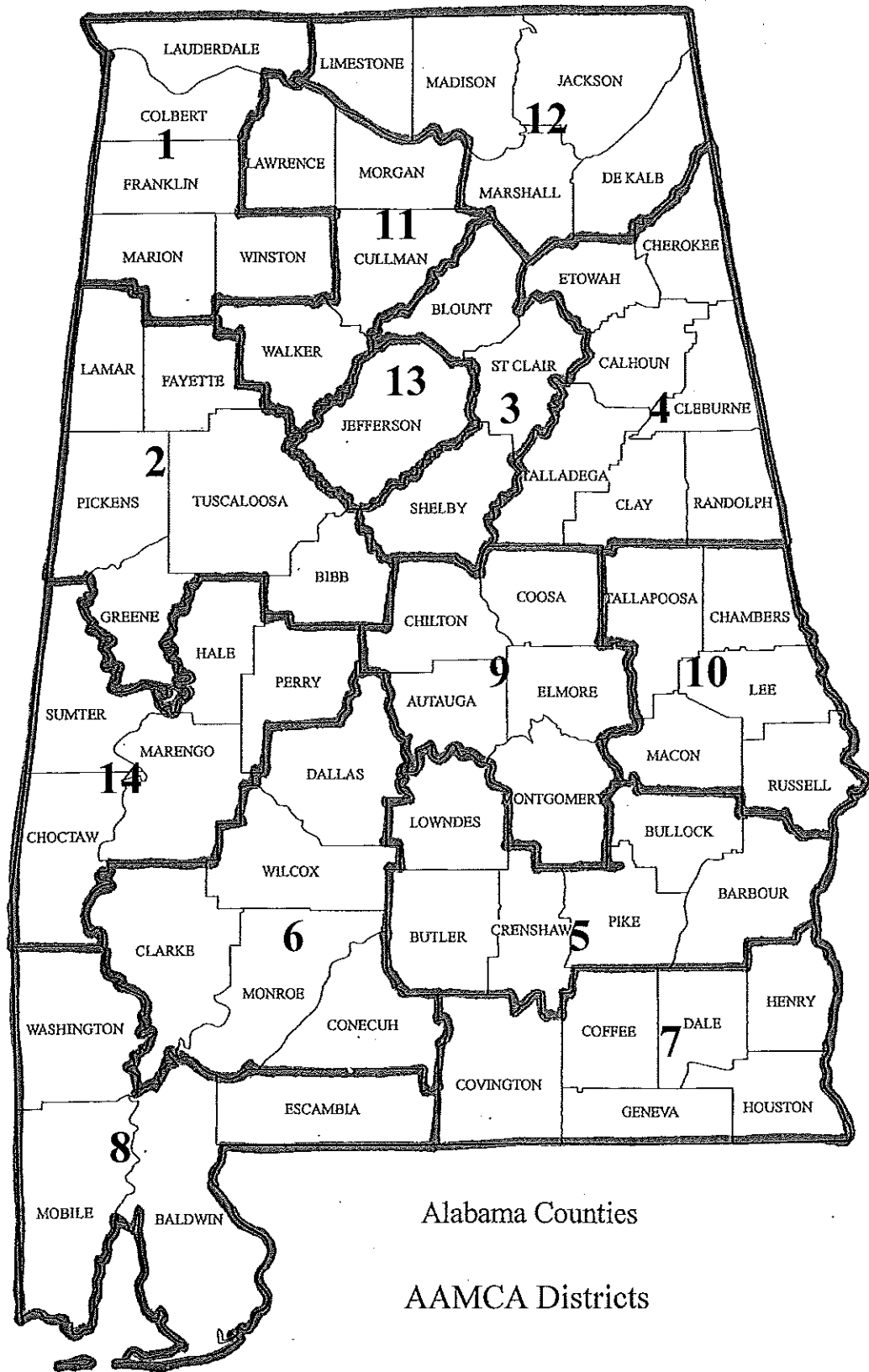
Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control.

There is hereby created a permanent, non-officer, position known as Parliamentarian to be appointed by the President, and whose term shall run concurrent with the President, or until a successor has been duly appointed. Any member appointed may serve an unlimited number of terms including consecutive terms. The organization shall furnish the Parliamentarian with a current copy of Roberts Rules of Order with which he/she must become thoroughly familiar. The Parliamentarian is obligated to attend all business meetings of the organization and to possess a copy of Roberts Rules of Order for necessary reference. Should a question of parliamentary procedure arise, the Presiding Officer shall call upon the Parliamentarian for clarification and his/her decision shall govern.

## ARTICLE XI EDUCATION FUND

The organization establishes a separate education fund to be used for education purposes only. The organization may budget funds from its regular operating account to go into the education fund. Individual clerks, businesses or the organization may make donations to the education fund as memorial gifts and honorary gifts in municipal clerk's names.

A board shall be appointed by the President to review scholarship applications from the organization's membership. Scholarship funds may be used to pay for training and travel expenses to attend certification programs. This fund shall not be used for any other purpose except to further education opportunities for the organization's members. The organization can from time to time have fundraiser events to generate more money for this account and costs associated with the fundraiser can be paid from the fund.



Alabama Counties  
 AAMCA Districts

## HISTORY AND PURPOSE OF AAMCA

The Alabama Association of Municipal Clerks and Administrators (AAMCA) is a professional association of municipal clerks and other municipal officials in Alabama. It is affiliated with the Alabama League of Municipalities and the International Institute of Municipal Clerks.

The Association was conceived on November 18, 1970, at the Fifth Annual Management Training Institute for City Clerks, at the University of Alabama, when a committee was formed to investigate the feasibility of organizing an association of City Clerks in Alabama.

The "Clerks Organization" was formed on April 20, 1971 by a vote of the Municipal Clerks present at the Annual Convention of the Alabama League of Municipalities in Montgomery. Mr. William Francis Pearson, City Clerk of Opelika, was elected Chairman of the Organization, and a committee was appointed to draft a constitution.

At the League Convention in Mobile, on ~~25~~ April 25, 1972, the Alabama Association of Municipal Clerks and Administrators ~~xxx~~ was formally established by the adoption of a Constitution and By-laws. ~~Mr~~ Mr. Pearson was elected to be the first President.

The purpose of the AAMCA is to improve the administration of City and Town governments in Alabama by increasing the proficiency and professionalism of City and Town Clerks, Assistant Clerks, City Managers and Administrators, Administrative Assistants, City Treasurers, Finance Officers, and Purchasing Agents.

The Association, with the University of Alabama and the Alabama League of Municipalities, sponsors an Annual Training Institute each November at Tuscaloosa, and other courses are conducted in conjunction with the Association's Annual Business Meeting in April or May, at the Annual ~~xxxx~~ League Convention.

The AAMCA also sponsors a Certification Training Program at the University of Alabama, to assist members in qualifying for designation as Certified Municipal Clerk (CMC) by the International Institute of Municipal Clerks.

A. VICTOR GUARISCO, Mayor

P. O. DRAWER 400

BARBARA ANN BAGGETTE, CMC  
Clerk-Treas.

# CITY OF DAPHNE

JOSEPH H. HALL,  
Chief of Police

COUNCIL:  
RAYMOND BARNES  
JOHN MIMS  
BOYD NELSON  
WILLIAM J. RUSSELL  
FRANK J. TRIONE

Telephone 626-2628  
DAPHNE, ALABAMA 36526

*"Jubilee Town"*

UTILITIES BOARD  
A. VICTOR GUARISCO  
FRANK J. TRIONE  
LEONARD D. TRIONE

## EDUCATIONAL PROGRAMS

The University of Alabama with the assistance of the Alabama League of Municipalities and Alabama Association of Municipal Clerks and Administrators conducts the Municipal Management Training Institute for City Clerks in November each year. This is held in the Continuing Education Center at the University of Alabama. The primary purpose of the institute is to provide an opportunity for Alabama Clerks to discuss administrative problems of municipal management. The program is designed to closely relate to the practical experience of the city clerk and to further the development of administrative efficiency and program effectiveness in Alabama's municipal governments. This program has been approved for Continuing Education Units to individuals who enroll in certain educational activities at the University of Alabama.

During the Annual Alabama League of Municipalities Convention held in either April or May each year, there is a well planned program for Municipal Clerks and Administrators. This is another great opportunity to learn ways and means of doing our jobs more effectively and better.

In 1970 the International Institute of Municipal Clerks initiated the Certified Municipal Clerk Program to give recognition to those clerks who have achieved professional competency. Each applicant must be a Municipal Clerk, be a member of IIMC for three years, and complete the requirements of the program prior to submitting an application for Certification. In addition to meeting the basic requirements, an applicant must attain a total of 100 points: 50 points in the Education category and 50 points in the Experience category. For more information you may contact the International Institute of Municipal Clerks, 160 North Altadena Drive, Pasadena, California 91107; or you may contact any member of AAMCA for more information.

IIMC now offers an Academy for Advanced Education. This is for clerks who have already obtained Certification and wish to continue their education and keep current on the various aspects of Municipal Government.

Learning from each other is one of the greatest benefits to be obtained when you attend any of the above education programs.

Won't you join us now?



## MUNICIPAL CLERK'S DAY

One week in May of each year is Proclaimed as MUNICIPAL CLERK'S WEEK and one day during this week is designated as MUNICIPAL CLERK'S DAY. This is a FUN DAY for Municipal Clerks and Administrators and is held in various parts of our State and hosted by the clerks in the District in which it is held.

The Municipal Clerk of the Year is chosen and honored at this time. A beautifully engraved plaque is presented to the Clerk so designated to receive this honor.

This gives recognition to the Municipal Clerks and Administrators for the many and varied tasks performed by them. This recognition is begun with the local Mayors and Councils and continues to the Governor of our State so proclaiming this week and even to the President of the United States.

CONSTITUTION OF THE ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS

ARTICLE I  
NAME

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the organization.

ARTICLE II  
PURPOSES

The purpose of this organization shall be to improve the administration of City and Town Government in Alabama through officials and/or persons vested with the powers and duties commonly known as City Clerks, Assistant Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, Finance Officers, and Purchasing Agents. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following: To establish a cohesive group of persons who have the routine responsibilities of record keeping, administration and finances of the municipalities of Alabama. That through this organization there will be a greater recognition and appreciation of the importance of the offices hereinbefore referred to; in that these people maintain a continuity of government which at times is so vital to its operation. To bring about the enlistment and training of qualified public employees; to exchange and disseminate information, ideas, and techniques relating to the duties of the members. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

ARTICLE III  
MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization.

MEMBERSHIP CLASSES - VOTING RIGHTS. There shall be only one class of membership: that of the active member. Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality.

ARTICLE IV  
OFFICERS AND TERM OF OFFICE

Any active member shall be eligible to hold office.

The officers of the organization shall be an executive committee. This executive committee shall be made up of one member, hereafter known as Director, from each of the twelve districts into which the State has been divided, for the purpose of electing an executive committee. A Director shall be elected to serve as Chairman of the executive committee.

Each district shall elect a Director and Co-Director from that district. In the absence of the Director the Co-Director shall represent that district with all the rights and privileges accorded the Director, except that of being elected an officer of the organization. The executive committee shall at its Spring meeting of the Alabama League of Municipalities then elect from the twelve Directors of the executive committee so elected by the districts: a President, a Vice President, a Recording Secretary and a Treasurer. The President-elect may then appoint any district members to act as Corresponding Secretary to serve at the pleasure of the President and perform various duties as assigned by the President.

The Co-Director from the district in which the Director has been elected to the office of either President, Vice President, Recording Secretary or Treasurer, will become the Director from that district and a new Co-Director shall be elected to fill the vacancy.

The officers so elected shall serve for a term of one year or until their successors are elected and qualified. These elections shall be held each year in conjunction with the meeting of the organization at the time of the convention of the Alabama League of Municipalities.

ARTICLE V  
POWERS AND DUTIES OF OFFICERS

Except as is in this constitution otherwise provided, the powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their offices.

ARTICLE VI  
MEETING

The organization shall meet regularly twice each year. The annual meeting to be held concurrently with the annual convention of the Alabama League of Municipalities and the second meeting to be held each year concurrently with the City Clerks Training Institute and it is suggested that each district hold at least two meetings each year within the district.

ARTICLE VII  
DUES

Membership dues shall be \$10.00 per annum for each member. Dues to cover the period from January 1 to December 31 each year will be due and payable between January 1 and May 1 each year. Except that the first dues to be collected in 1972 shall be \$3.00 but shall cover the period from April 1 of 1972 to December 31 of 1972.

ARTICLE VIII  
MISCELLANEOUS

Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control.

ARTICLE IX  
AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the Chairman of the executive committee. The membership shall be furnished a copy of any and all proposed amendments as far ahead of the annual meeting as possible. When filed during an annual meeting, amendments may be voted on during that particular session if it be the pleasure of the members in attendance. Proposed amendments to the constitution may be voted on only during an annual meeting or a meeting concurrent with the Clerks Training Institute. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the constitution.

Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

January 1, 1983

CONSTITUTION OF THE ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS

ARTICLE I  
NAME

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the organization.

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PURPOSES

The purpose of this organization shall be to improve the administration of City and Town Government in Alabama through officials and/or persons vested with the powers and duties commonly known as City Clerks, Assistant Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, Finance Officers, and Purchasing Agents. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following: To establish a cohesive group of persons who have the routine responsibilities of record keeping, administration and finances of the municipalities of Alabama. That through this organization there will be a greater recognition and appreciation of the importance of the offices hereinbefore referred to; in that these people maintain a continuity of government which at times is so vital to its operation. To bring about the enlistment and training of qualified public employees; to exchange and disseminate information, ideas and techniques relating to the duties of the members. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

January 1, 1983

ARTICLE III  
MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization.

MEMBERSHIP CLASSES - VOTING RIGHTS. There shall be only one class or membership that of the active member. Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality.

ARTICLE IV  
OFFICERS AND TERM OF OFFICE

1. OFFICERS.

The officers of the organization shall consist of a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall be elected by the membership at the Annual General Meeting during the convention of the Alabama League of Municipalities. Officers so elected shall be installed immediately following election and shall serve for a term of one year, or until their successors have been duly elected and installed.

2. EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the elected Officers, the Immediate Past President, and a number of Directors chosen as described in Section 3 below. The Executive Committee shall conduct the routine business of the organization except for matters that require a vote of the general membership. The President shall serve as the Chairman of the Executive Committee.

3. DIRECTORS.

The state of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Municipal Clerks in each District shall, prior to each Annual General Meeting,

January 1, 1983

elect a Director for that District, who shall assume office at the Annual General Meeting for a term of one year. In event a District fails to elect a Director, the President shall appoint a Director to serve that Division until the next Annual General Meeting.

ARTICLE V  
POWERS AND DUTIES OF OFFICERS

Except as is in this constitution otherwise provided, the powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their offices.

ARTICLE VI  
MEETING

The organization shall meet regularly twice each year. The annual meeting to be held concurrently with the annual convention of the Alabama League of Municipalities and the second meeting to be held each year concurrently with the City Clerks Training Institute and it is suggested that each district hold at least two meetings each year within the district.

ARTICLE VII  
DUES

Membership dues shall be <sup>7.00</sup>~~10.00~~ per annum for each member, due and payable at the Annual General Meeting during the convention of the Alabama League of Municipalities, for the period from that meeting till the next Annual General Meeting.

ARTICLE VIII  
MISCELLANEOUS

Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control.

January 1, 1983

ARTICLE IX  
AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the Chairman of the executive committee. The membership shall be furnished a copy of any and all proposed amendments as far ahead of the annual meeting as possible. When filed during an annual meeting, amendments may be voted on during that particular session if it be the pleasure of the members in attendance. Proposed amendments to the constitution may be voted on only during an annual meeting or a meeting concurrent with the Clerks Training Institute. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the constitution.

Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

June 1, 1984

CONSTITUTION OF THE ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS

ARTICLE I  
NAME

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the organization.

ARTICLE II  
PURPOSES

The purpose of this organization shall be to improve the administration of City and Town Government in Alabama through officials and/or persons vested with the powers and duties commonly known as City Clerks, Assistant Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, Finance Officers, and Purchasing Agents. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following: To establish a cohesive group of persons who have the routine responsibilities of record keeping, administration and finances of the municipalities of Alabama. That through this organization there will be a greater recognition and appreciation of the importance of the offices hereinbefore referred to; in that these people maintain a continuity of government which at times is so vital to its operation. To bring about the enlistment and training of qualified public employees; to exchange and disseminate information, ideas and techniques relating to the duties of the members. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.



June 1, 1984

ARTICLE III  
MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization.

MEMBERSHIP CLASSES - VOTING RIGHTS. There shall be two classes of membership. That of the ACTIVE MEMBER and that of LIFE MEMBER. Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality.

ARTICLE IV  
OFFICERS AND TERM OF OFFICE

1. OFFICERS.

The officers of the organization shall consist of a Presiden, a Vice-President, a Secretary, and a Treasurer, each of whom shall be elected by the membership at the Annual General Meeting during the convention of the Alabama League of Municipalities} Officers so elected shall be installed immediately following election and shall serve for a term of one year, or until their successors have been duly elected and installed.

2. EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the elected Officers, the Immediate Two Past Presidents. The Executive Committee shall conduct the routine business of the organization except for matters that require a vote of the general membership. The President shall serve as the Chairman of the Executive Committee.

3. DIRECTORS.

The state of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Municipal Clerks in each District shall, prior to each Annual General Meeting,

June 1, 1984

elect a Director for that District, who shall assume office at the Annual General Meeting for a term of one year. In event a District fails to elect a Director, the President shall appoint a Director to serve that Division until the next Annual General Meeting.

ARTICLE V  
POWERS AND DUTIES OF OFFICERS

Except as is in this constitution otherwise provided, the powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their officers.

ARTICLE VI  
MEETING

The organization shall meet regularly twice each year. The annual meeting to be held concurrently with the annual convention of the Alabama League of Municipalities and the second meeting to be held each year concurrently with the City Clerks Training Institute and it is suggested that each district hold at least two meetings each year within the district. The fiscal and administrative year shall be effective June 1st each year.

ARTICLE VII  
DUES

Membership dues shall be \$20.00 per annum for each member due and payable at the Annual General Meeting during the convention of the Alabama League of Municipalities, for the period from that meeting till the next Annual General Meeting.

ARTICLE VIII  
MISCELLANEOUS

Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control.

June 1, 1984

ARTICLE IX  
AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the Chairman of the executive committee. The membership shall be furnished a copy of any and all proposed amendments as far ahead of the annual meeting as possible. When filed during an annual meeting, amendments may be voted on during that particular session if it be the pleasure of the members in attendance. Proposed amendments to the constitution may be voted on only during an annual meeting or a meeting concurrent with the Clerks Training Institute. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the constitution.

Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

CONSTITUTION OF THE ALABAMA ASSOCIATION OF  
MUNICIPAL CLERKS AND ADMINISTRATORS

Revised through November 17, 1989.

ARTICLE I  
NAME

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the organization.

ARTICLE II  
PURPOSE

The purpose of this organization shall be to improve the administration of City and Town Government in Alabama through those officials and/or persons vested with the powers and duties commonly known as City Clerks, Assistant or Deputy Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, Finance Officers, and Purchasing Agents. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following: To establish a cohesive group of persons who have the responsibilities of record keeping, administration and finances of the municipalities of Alabama. That through this organization there will be a greater recognition and appreciation of the importance of the offices hereinabove referred to; in that these persons maintain a continuity of government which is so vital to its operation. To bring about the enlistment and training of qualified public employees; to exchange and disseminate information, ideas and techniques relating to the duties of the members. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

ARTICLE III  
MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization. There shall be two classes of membership. That of the ACTIVE MEMBER and that of the LIFE MEMBER. An Active Member IN GOOD STANDING has paid his/her current dues in full. All dues are waived for a Life Member. Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality.

ARTICLE IV  
MEETINGS

The organization shall meet three times each year. The Spring General Meeting will be held concurrently with the annual convention of the Alabama League of Municipalities; the Fall General Meeting will be held concurrently with the annual Clerks Training Institute; and the third Business Meeting shall be held on CLERKS DAY, the date of which will be determined each year.

ARTICLE V.  
OFFICERS AND TERM OF OFFICE

Any Active Member in good standing is eligible to hold office.

The officers of the organization shall consist of a President, a President-Elect, a Secretary, and a Treasurer. The President-Elect, the Secretary, and the Treasurer shall each be elected by the membership during the Fall General Meeting at the Clerks Training Institute of each year. The President-Elect shall automatically be elevated to the office of President the year immediately following the year served as President-Elect. The Secretary and the Treasurer shall be elected each year. An officer is not prohibited from seeking re-election or election to another position with the exception of the President-Elect.

Elected officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning 1 January through 31 December, or until their successors have been duly elected and installed.

Should any officer be unable to complete his/her term after installation, a replacement shall be appointed by a committee composed of the remaining officers plus two immediate past-presidents if said committee agrees that a replacement is needed to complete the unexpired term for the good of the organization. The chairman of this committee shall be first, the President; second, the President-Elect; third, the Secretary; fourth, the Treasurer; fifth, the most immediate Past President; and sixth, the second-most immediate Past President.

ARTICLE VI  
POWERS AND DUTIES OF OFFICERS

The officers shall conduct the routine business of the organization except for matters that can be acted upon by the general membership during a regularly scheduled meeting.

Except as is in this constitution otherwise provided, all other powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their office.

#### ARTICLE VII DUES

Membership dues shall be on a graduated basis according to municipal population; said basis or rate to be determined by the general membership from time to time. Dues are due and payable at each Fall General Meeting during the Clerks Training Institute for one calendar year beginning the following 1 January. Any member failing to pay dues by the time of the following Spring General Meeting shall be delinquent and in danger of not being a member in good standing at the time of the next Fall General Meeting.

#### ARTICLE VIII DISTRICTS

The State of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Clerks in each District shall, prior to each Fall General Meeting, elect a Director for that District, who shall assume office for a period of one year beginning the following 1 January. In the event a District fails to elect a Director, the President shall appoint a Director to serve that District. It is suggested that each District hold at least two meetings each calendar year within the District.

#### ARTICLE IX AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the Constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the President and with the Chairman of the Legislative Committee; and a copy shall be furnished to the general membership as far ahead of a General Meeting as possible. Proposed amendments may be voted on only during a Spring General Meeting or a Fall General Meeting. When filed during a General Meeting, amendments may be voted on during that particular meeting if it be the pleasure of the members in attendance. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the Constitution. Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

ARTICLE X  
MISCELLANEOUS

The fiscal and administrative year shall be effective January 1st of each year.

The President-Elect shall serve as a general director of all Districts, working with these mini-organizations toward the betterment of the state-wide Association in terms of service, recognition, legislative action, and cooperation. District Directors are asked to notify the President-Elect of their scheduled meetings so as to allow the President-Elect to attend as many District meetings as possible.

The Secretary shall be responsible for the up-dating of this Constitution when and each time the general membership, in either of the two General Meetings, duly adopts changes. The Constitution shall be revised and retyped according to the Secretary's minutes, properly dated and inserted in the minutes book. A copy of the newly revised Constitution shall immediately be sent by the Secretary to each of the other three officers; and one copy shall be sent to the Editors and Publishers of the organization's newsletter (THE CLERKS CHATTER) for publication thus providing each member with an updated version at all times.

Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control.

# CONSTITUTION OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

## ARTICLE I

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the organization.

## ARTICLE II

The purpose of this organization shall be to improve the administration of City and Town Government in Alabama through those officials and/or persons vested with the powers and duties commonly known as City Clerk, Assistant or Deputy Clerk, City Managers, Administrative Assistants, City Treasurer, Finance Officers, Purchasing Agents or key support personnel to those offices. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following:

1. To establish a cohesive group of persons who have the responsibilities of record keeping, administration and finances of the municipalities of Alabama.
2. To promote through this organization a greater recognition and appreciation of the importance of the offices hereinabove referred to, in that these persons maintain a continuity of government which is so vital to its operation.
3. To bring about the enlistment and training of qualified public employees.
4. To exchange and disseminate information, ideas and techniques relating to the duties of the members.
5. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.



### ARTICLE III MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organization. There shall be two classes of membership.

1. Active Member - a member who is currently employed in Municipal Government in one or more of the capacities listed in Article II with all dues currently paid in full.
2. Retired Member - an individual who has been an active member of the organization and has retired from active employment. Members automatically change from Active to Retired status upon serving notice of retirement to the Treasurer. All dues are waived for a retired member.

Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality, and only active members will be allowed to vote on issues concerning the organization.

### ARTICLE IV MEETINGS

The organization shall meet three times each year. The Spring General Meeting will be held concurrently with the annual convention of the Alabama League of Municipalities, the Fall General Meeting will be held concurrently with the annual Clerks Training Institute, and the third meeting shall be held on CLERK'S DAY, the date of which will be determined each year.

ARTICLE V  
OFFICERS AND TERM OF OFFICE

Any Active Member in good standing is eligible to hold office.

The officers of the organization shall consist of a President, a President-Elect, a Secretary, and a Treasurer. The President-Elect, the Secretary, and the Treasurer shall be elected by the membership during the Fall General Meeting at the Clerks Training Institute each year. The President-Elect shall automatically be elevated to the office of President the year immediately following the year served as President-Elect. An officer is not prohibited from seeking re-election or election to another position with the exception of President-Elect. If more than two candidates are seeking the same office and no one receives a majority of the votes, then a run-off election will be held between the top two candidates for that office. Elected officers shall be installed immediately following the election and shall serve for a term of one calendar year, beginning 1 January through 31 December, or until their successors have been duly elected and installed.

Should any officer be unable to complete his/her term after installation, a replacement shall be appointed by a committee composed of the remaining officers plus two immediate past-presidents if said committee agrees that a replacement is needed to complete the unexpired term for the good of the organization. The chairman of this committee shall be first, the President; second the President-Elect; third, the Secretary; fourth, the Treasurer; fifth, the most immediate Past President; and sixth the second-most immediate Past President.

ARTICLE VI  
POWERS AND DUTIES OF OFFICERS

The officers shall conduct the routine business of the organization except for matters that should be acted upon by the general membership during a regularly scheduled meeting.

The duties outlined below are not considered all inclusive:

1. The President shall be the chief administrative officer of the organization and shall:
  - A. Preside at all meetings of the organization.
  - B. Appoint all committees, and chairpersons.
  - C. Serve as ex-officio member of all committees.
  - D. Performs all duties necessary for the normal operation of the organization not otherwise provided.
  
2. The President-Elect, in addition to the usual duties of the office shall:
  - A. Assist in the organizational and educational programs.
  - B. Serve as a general director of all Districts, working with these min-organizations toward the betterment of the state-wide Association in terms of service, recognition, legislative action, and co-operation. District Directors are asked to notify the President-Elect to attend as many District meetings as possible.
  - C. He/she will prepare to assume the Office of President at the close of his/her term as President-Elect.
  
3. The Secretary shall:
  - A. Send notice to appropriate parties.
  - B. Prepare and maintain minutes of all business meetings of the organization.
  - C. Update the Constitution as provided in Article X.
  
4. The Treasurer shall:
  - A. Serve as chief financial officer of the organization.
  - B. Be responsible for the receipt and deposit of all funds of the organization in one or more depositories as designated.
  - C. Properly disburse funds of the organization in accordance with the authorities, restrictions and budgetary requirements authorized.

- D. Send notices for dues to Active Members.
- E. Maintain membership rolls.

Except as in this constitution otherwise provided, all other powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their office.

## ARTICLE VII DUES

Membership dues shall be on a graduated basis according to municipal population: said basis or rate to be determined by the general membership from time to time. Dues are due and payable on January 1 each year and are for one calendar year beginning January 1. Any member failing to pay dues by January 1 will no longer be considered an active member.

## ARTICLE VIII DISTRICTS

The State of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Clerks in each District shall, prior to each Fall General Meeting, elect a Director for that District, who shall assume office for a period of one year beginning the following 1 January. In the event a District fails to elect a Director, the President shall appoint a Director to serve that District. It is suggested that each District hold at least two meeting each calendar year within the District.

## ARTICLE IX AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the Constitution shall be in writing setting for the particular change or changes proposed and shall be filed with the President and with the Secretary, who shall furnish copies to the general membership as far

ahead of a General Meeting as possible. Proposed amendments may be voted on during that particular General Meeting if it is the pleasure of the members in attendance. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the Constitution. Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

## ARTICLE X MISCELLANEOUS

The fiscal and administrative year shall be effective January 1 of each year.

The Secretary shall be responsible for the updating of this Constitution when, and each time, the general membership, in either of the General Meetings, duly adopts changes. The Constitution shall be revised and retyped according to the Secretary's minutes, properly dated and inserted in the minute book. A copy of the newly revised Constitution shall immediately be sent by the Secretary to each of the other three officers; and one copy shall be sent to the Editors and Publishers of the organization's newsletter (The Clerk's Chatter) for publication thus providing each member with an updated version at all times.

Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Robert's Rule of Order shall apply and control.

There is hereby created a permanent, non-officer, position known as Parliamentarian, to be appointed by the President, and whose term shall run concurrent with the President, or until a successor has been duly appointed. Any member appointed may serve an unlimited number of terms including consecutive terms. The organization shall furnish the Parliamentarian with a current copy of Roberts Rules of Order with which he/she must become thoroughly familiar. The Parliamentarian is obligated to attend all business meetings of the organization and to possess a copy of Roberts Rules of Order for necessary reference. Should a question or parliamentary procedure arise, the Presiding Officer shall call upon the Parliamentarian for clarification, and his/her decision shall govern.

**ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS**

**RULES AND PROCEDURES FOR ELECTION OF OFFICERS**

**I. INTRODUCTION**

**SECTION 1. ESTABLISHMENT OF RULES**

In accordance with the provisions of the Constitution of the Alabama Association of Municipal Clerks and Administrators, the following rules and procedures for election of officers are established for the information and guidance of its membership.

**SECTION 2. QUALIFIED VOTERS**

Any one (1) Active Member from a City or Town will be allowed to vote. An Active Member is described as a member who is currently employed in Municipal Government and who has all dues currently paid in full.

**SECTION 3. QUALIFICATIONS OF CANDIDATES AND OFFICES TO BE FILLED**

Any Active Member in good standing is eligible to hold office.

The officers of the Association consists of President, a President-Elect, Secretary, and Treasurer. The President-Elect, Secretary, and Treasurer shall be elected by the membership. The President-Elect shall automatically take the position of President the year immediately following the year served as President-Elect.

**SECTION 4. TIME AND PLACE OF ELECTION**

The election shall be conducted during the Fall General Meeting at the Clerks Training Institute each year. The actual date of the election will be announced in the October's Clerks Chatter.

**SECTION 5. QUALIFICATION REQUIREMENTS AND DEADLINE**

After January 1st of each year, any active member may state their desire to run for one of the three offices by notifying in writing a member of the Election Committee (this committee is appointed by the President).

The deadline to qualify shall be October 1st of the same year.

**SECTION 6. VOTERS LIST**

A list of qualified voters will be furnished by the Treasurer to the Election Committee on the first day of the Clerk Training Institute. Only the names of the qualified voters present will

appear on the voters list and be allowed to vote.

Although there may be more than one qualified active member from a City or Town, only one vote will be allowed, and that vote will be the Municipal Clerk or other active member designated by the Municipal Clerk.

#### **SECTION 7. METHOD ON VOTING**

It will be at the discretion of the Election Committee which of the following methods is used for voting:

- a) Paper Ballots
- b) Electronic Machines
- c) Other approved voting method used in the State of Alabama

#### **SECTION 8. ELECTION RESULTS, INSTALLATION, AND TERMS OF OFFICE**

It shall require a plurality of the vote for each office to be declared the winner. If more than two (2) candidates are seeking the same office and no one receives a majority of the votes, a run-off will be had for the top two (2) candidates. If there is a tie in the run-off, the winner shall be determined by drawing of lots.

Elected Officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning January 1st through December 31st, or until their successors have been duly elected and installed.

If there is no candidate for an office or if an elected officer is unable to complete their term, a replacement shall be appointed by a committee composed of the new President, any new officers elected, and two immediate past presidents.

Presented by Linda T. Humber, C.M.C. and Jo Bates, C.M.C.  
Election Committee 1994.

# CONSTITUTION OF THE ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

Revised through November 2003

## ARTICLE I NAME

This organization shall be known as the Alabama Association of Municipal Clerks and Administrators and hereafter will be referred to as the organization.

## ARTICLE II PURPOSE

The purposed of this organization shall be to improve the administration of City and Town Government in Alabama through those officials and/or persons vested with the powers and duties commonly known as City Clerks, Assistant or Deputy Clerks, City Managers, City Administrators, Administrative Assistants, City Treasurers, Finance Officers, Purchasing Agents or key support personnel to these offices. All such officials or persons referred to will hereinafter be called Clerks and/or Administrators. The objectives include, but are not limited to, the following:

1. Establish a cohesive group of persons who have the responsibilities of record keeping administration and finances of the municipalities of Alabama.
2. To promote through this organization a greater recognition and appreciation of the importance of the offices hereinabove referred to, in that these persons maintain a continuity of governments, which is so vital to its operation.
3. To bring about the enlistment and training of qualified public employees.
4. To exchange and disseminate information, ideas and techniques relating to the duties of the members.
5. To endeavor at all times to strengthen and help in any way possible to assure the continued progress of the Alabama League of Municipalities.

## ARTICLE III MEMBERSHIP

Those persons as previously defined, in the State of Alabama, are eligible for membership in the organizations. There shall be two classes of membership.



1. Active Members – a member who is currently employed in the Municipal Government in one or more of the capacities listed in Article II with all dues currently paid in full except Assistant or Deputy Clerks who shall pay one-half the amount of dues for their City or Town.
2. Retired Members – an individual who has been an active member of the organization and has retired from active employment. Members automatically change from Active to Retired status upon serving notice of retirement to the Treasurer.

Although there may be more than one member from a City or Town, only one vote will be allowed for each City or Town regardless of the number of members from that municipality, and only active members will be allowed to vote on issues concerning the organization.

#### **ARTICLE IV MEETINGS**

The organization shall meet three times each year. The Spring General Meeting will be held concurrently with the annual convention of the Alabama League of Municipalities; the Fall General Meeting will be held concurrently with the annual Clerks Training Institute; and the third Meeting shall be held on CLERKS DAY, the date of which will be determined each year.

#### **ARTICLE V OFFICERS AND TERM OF OFFICE**

Any Active Member in good standing is eligible to hold office.

The officers of the organization shall consist of a President, a President-Elect, a Secretary, and a Treasurer. The President-Elect, the Secretary, and the Treasurer shall be elected by the membership during the Fall General Meeting at the Clerks Training Institute each year. The President-Elect shall automatically be elevated to the office of President the year immediately following the year served as President-Elect. An officer is not prohibited from seeking re-election or election to another position with the exception of President-Elect. If more than two candidates are seeking the same office and no one receives a majority of the votes, then a run-off election will be held between the top two candidates for that office. Elected officers shall be installed immediately following election and shall serve for a term of one calendar year, beginning 1 January through 31 December, or until their successors have been duly elected installed.

Should any officer be unable to complete his/her term after installation, a replacement shall be appointed by a committee composed of the remaining officers plus two immediate past-presidents if said committee agrees that a replacement is needed to complete the unexpired term for the good of the organization. The

chairman of this committee shall be first, the President; second, the President-Elect; third, the Secretary; fourth, the Treasurer; fifth, the most immediate Past President; and sixth, the second-most immediate Past President.

## ARTICLE VI POWERS AND DUTIES OF OFFICERS

The officers shall conduct the routine business of the organization except for matters that should be acted upon by the general membership during a regularly scheduled meeting.

The duties outlined below are not considered all inclusive:

1. The President shall be the chief administrative officer of the organization and shall:
  - A. Preside at all meetings of the organization.
  - B. Appoint all committees, and chairpersons.
  - C. Serve as ex-officio member of all committees.
  - D. Perform all duties necessary for the normal operation of the organization not otherwise provided.
  
2. The President-Elect, in addition to the usual duties of the office shall:
  - A. Assist in the organizational and educational programs.
  - B. Serve as a general director of all Districts, working with these mini-organizations toward the betterment of the statewide Association in terms of service, recognition, legislative action, and cooperation. District Directors are asked to notify the President-Elect to attend as many District meetings as possible.
  - C. He/she will prepare to assume the Office of President at the close of his/her term as President-Elect.
  
3. The Secretary shall:
  - A. Send notices to appropriate parties.
  - B. Prepare and maintain minutes of all business meetings of the organization.
  - C. Update the Constitution as provided in Article X.
  
4. The Treasurer shall:
  - A. Serve as chief financial officer of the organization.
  - B. Be responsible for the receipt and deposit of all funds of the organization in one or more depositories as designated.

- C. Properly disburse funds of the organization in accordance with the authorities, restrictions and budgetary requirements authorized.
- D. Send notices for dues to Active Members.
- E. Maintain membership rolls.

Except as in this constitution otherwise provided, all other powers and duties of the officers of this organization shall be such as by general usage are indicated by the title of their office.

## ARTICLE VII DUES

Membership dues shall be on a graduated basis according to municipal populations; said basis or rate to be determined by the general membership from time to time. Dues are due and payable on January 1 each year and are for one calendar year beginning January 1. Any member failing to pay dues by January 1 will no longer be considered an active member.

Deputy clerks and/or Assistant Municipal Clerks may become members by paying one-half the regular membership dues provided the Municipal Clerk within the city is a member and has paid the regular membership dues amount.

Retired Clerks will be allowed to remain as members of AAMCA and pay a flat rate of \$10.00 dues, with member privileges, except voting on matters pertaining to AAMC.

## ARTICLE VIII DISTRICTS

The State of Alabama shall be divided into a number of Districts as may be determined by the general membership from time to time. Clerks in each District shall, prior to each Fall General Meeting, elect a Director for that District, who shall assume office for a period of one year beginning the following January 1. In the event a District fails to elect a Director, the President shall appoint a Director to serve that District. It is suggested that each District hold at least two meetings each calendar year within the District.

## ARTICLE IX AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the Constitution shall be in writing setting forth the particular change or changes proposed and shall be filed with the President and with the Secretary, who shall furnish copies to the general membership as far ahead of a General Meeting as possible. Proposed amendments may be voted on during that particular General Meeting if it is the pleasure of the members in attendance. It shall require a two-thirds majority of the active members voting thereon to adopt an amendment to the Constitution. Except as otherwise provided, each adopted constitutional amendment shall become effective immediately upon declaration of its adoption.

## ARTICLE X MISCELLANEOUS

The fiscal and administrative year shall be effective January 1 of each year.

The Secretary shall be responsible for the updating of this Constitution when, and each time, the general membership, in either of the General Meetings, duly adopts a change. The Constitution shall be revised and retyped according to the Secretary's minutes, properly dated and inserted in the minute book. A copy of the newly revised Constitution shall immediately be sent by the Secretary to each of the three officers; one copy shall be sent to the Editors and Publishers of the organization's newsletter (The Clerk's Chatter) for publication thus providing each member with an updated version at all times.

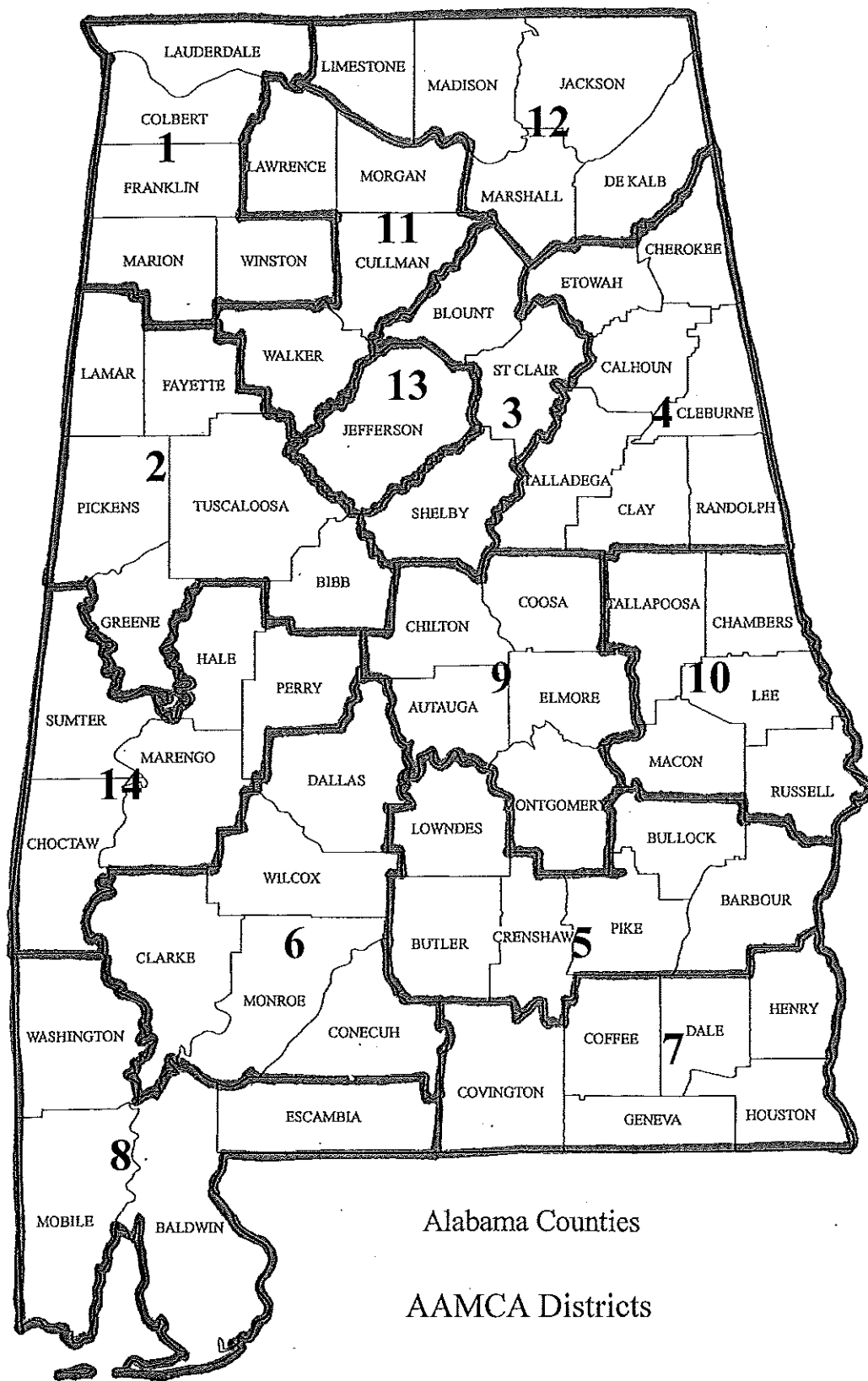
Whenever in the affairs of the organization, parliamentary rules or procedures are involved, Roberts Rules of Order shall apply and control.

There is hereby created a permanent, non-officer, position known as Parliamentarian to be appointed by the President, and whose term shall run concurrent with the President, or until a successor has been duly appointed. Any member appointed may serve an unlimited number of terms including consecutive terms. The organization shall furnish the Parliamentarian with a current copy of Roberts Rules of Order with which he/she must become thoroughly familiar. The Parliamentarian is obligated to attend all business meetings of the organization and to possess a copy of Roberts Rules of Order for necessary reference. Should a question of parliamentary procedure arise, the Presiding Officer shall call upon the Parliamentarian for clarification and his/her decision shall govern.

## ARTICLE XI EDUCATION FUND

The organization establishes a separate education fund to be used for education purposes only. The organization may budget funds from its regular operating account to go into the education fund. Individual clerks, businesses or the organization may make donations to the education fund as memorial gifts and honorary gifts in municipal clerk's names.

A board shall be appointed by the President to review scholarship applications from the organization's membership. Scholarship funds may be used to pay for training and travel expenses to attend certification programs. This fund shall not be used for any other purpose except to further education opportunities for the organization's members. The organization can from time to time have fundraiser events to generate more money for this account and costs associated with the fundraiser can be paid from the fund.



Alabama Counties  
 AAMCA Districts

## HISTORY AND PURPOSE OF AAMCA

The Alabama Association of Municipal Clerks and Administrators (AAMCA) is a professional association of municipal clerks and other municipal officials in Alabama. It is affiliated with the Alabama League of Municipalities and the International Institute of Municipal Clerks.

The Association was conceived on November 18, 1970, at the Fifth Annual Management Training Institute for City Clerks, at the University of Alabama, when a committee was formed to investigate the feasibility of organizing an association of City Clerks in Alabama.

The "Clerks Organization" was formed on April 20, 1971 by a vote of the Municipal Clerks present at the Annual Convention of the Alabama League of Municipalities in Montgomery. Mr. William Francis Pearson, City Clerk of Opelika, was elected Chairman of the Organization, and a committee was appointed to draft a constitution.

At the League Convention in Mobile, on ~~25~~ April 25, 1972, the Alabama Association of Municipal Clerks and Administrators ~~xxx~~ was formally established by the adoption of a Constitution and By-laws. ~~Mr~~ Mr. Pearson was elected to be the first President.

The purpose of the AAMCA is to improve the administration of City and Town governments in Alabama by increasing the proficiency and professionalism of City and Town Clerks, Assistant Clerks, City Managers and Administrators, Administrative Assistants, City Treasurers, Finance Officers, and Purchasing Agents.

The Association, with the University of Alabama and the Alabama League of Municipalities, sponsors an Annual Training Institute each November at Tuscaloosa, and other courses are conducted in conjunction with the Association's Annual Business Meeting in April or May, at the Annual ~~League~~ League Convention.

The AAMCA also sponsors a Certification Training Program at the University of Alabama, to assist members in qualifying for designation as Certified Municipal Clerk (CMC) by the International Institute of Municipal Clerks.

A. VICTOR GUARISCO, Mayor

P. O. DRAWER 400

BARBARA ANN BAGGETTE, CMC  
Clerk-Treas.

# CITY OF DAPHNE

JOSEPH H. HALL,  
Chief of Police

**COUNCIL:**  
RAYMOND BARNES  
JOHN MIMS  
BOYD NELSON  
WILLIAM J. RUSSELL  
FRANK J. TRIONE

Telephone 626-2628  
DAPHNE, ALABAMA 36526

*"Jubilee Town"*

**UTILITIES BOARD**  
A. VICTOR GUARISCO  
FRANK J. TRIONE  
LEONARD D. TRIONE

## EDUCATIONAL PROGRAMS

The University of Alabama with the assistance of the Alabama League of Municipalities and Alabama Association of Municipal Clerks and Administrators conducts the Municipal Management Training Institute for City Clerks in November each year. This is held in the Continuing Education Center at the University of Alabama. The primary purpose of the institute is to provide an opportunity for Alabama Clerks to discuss administrative problems of municipal management. The program is designed to closely relate to the practical experience of the city clerk and to further the development of administrative efficiency and program effectiveness in Alabama's municipal governments. This program has been approved for Continuing Education Units to individuals who enroll in certain educational activities at the University of Alabama.

During the Annual Alabama League of Municipalities Convention held in either April or May each year, there is a well planned program for Municipal Clerks and Administrators. This is another great opportunity to learn ways and means of doing our jobs more effectively and better.

In 1970 the International Institute of Municipal Clerks initiated the Certified Municipal Clerk Program to give recognition to those clerks who have achieved professional competency. Each applicant must be a Municipal Clerk, be a member of IIMC for three years, and complete the requirements of the program prior to submitting an application for Certification. In addition to meeting the basic requirements, an applicant must attain a total of 100 points: 50 points in the Education category and 50 points in the Experience category. For more information you may contact the International Institute of Municipal Clerks, 160 North Altadena Drive, Pasadena, California 91107; or you may contact any member of AAMCA for more information.

IIMC now offers an Academy for Advanced Education. This is for clerks who have already obtained Certification and wish to continue their education and keep current on the various aspects of Municipal Government.

Learning from each other is one of the greatest benefits to be obtained when you attend any of the above education programs.

Won't you join us now?

### MUNICIPAL CLERK'S DAY

One week in May of each year is Proclaimed as MUNICIPAL CLERK'S WEEK and one day during this week is designated as MUNICIPAL CLERK'S DAY. This is a FUN DAY for Municipal Clerks and Administrators and is held in various parts of our State and hosted by the clerks in the District in which it is held.

The Municipal Clerk of the Year is chosen and honored at this time. A beautifully engraved plaque is presented to the Clerk so designated to receive this honor.

This gives recognition to the Municipal Clerks and Administrators for the many and varied tasks performed by them. This recognition is begun with the local Mayors and Councils and continues to the Governor of our State so proclaiming this week and even to the President of the United States.



May 19, 1981  
Clerk's Regular Meeting at the  
Alabama League of Municipalities  
Convention

On May 19, 1981, the regular business meeting was held at a breakfast with President Bobbie Baggett presiding. She introduced the guests and members at the head table. They were Dr. Franklin Blittz, University of Alabama; Mayor and Mrs. Douglas Moore, President of the League; Carolyn Mazingo, City Clerk of Marion and Vice-President of this organization; Bettie Scott, City Clerk of Pell City and Treasurer of the Association, Norma K. Willis, City Clerk-Treasurer of Ashland and Secretary of the Association, and John Baker, City Clerk of Montgomery and Host Clerk for our Convention. Among other very special guests present was Alex Garrett retired former City Clerk of Montgomery, Dr. Coy Hollis of the University of Alabama Mr. Ben Swindle of the State Agency for Social Security, Julie Sinclair of the League Staff, and several members of the Marion City Council and their spouses.

Bobbie called on Carolyn to give our Invocation and a very delicious breakfast was then enjoyed by everyone.

The reading of the Minutes was dispensed with since all the clerks had received a copy in an issue of the "Clerk's Chatter" during the year. Minutes were so approved.

Bettie Scott gave the Treasurer's Report. Everyone was reminded that the Annual \$10.00 Dues of the Association are now due. IMC Membership Forms were also available and payment of these dues was differentiated from our Association Dues.

Dr. Blittz was recognized and gave a report on behalf of the Education Committee. He told of the many clerks who have received certification through IMC since our last meeting. He also gave dates for future study to help other Clerks become certified. He urged as many as possible to take advantage of this program that would mean so much to them in their everyday chores at City Hall. Dr. Blittz gave praise to Mayor Moore for his interest and encouragement to our organization.

Dan Turnire was recognized and as Editor of the Clerk's Chatter gave a report on the cost, etc., of our Monthly Mail out for last year.

Carolyn Mazingo gave a report on our participation in the 1981 IMC Conference now underway in Atlanta. Many of our members are already there and others are planning to leave after the Morning Session to go on to Atlanta for the remainder of the Conference. This made everyone "long" to be "counted among the numbers" to attend. She also expressed her thanks for the cooperation received on this undertaking.

The outgoing president, Bobbie, gave a brief report of the things accomplished this year in our Association. It was a good year. As a matter of Old Business, it was reaffirmed that our Association would support the Certification Program to the point that financial help will be given should there not be 25 members to enroll in the C M C Program. This action was taken previously by our Association, pledging the necessary financial support if needed.

Bvelyn Phillips moved that the matter of urging our Legislators to provide a "vehicle" by which a City Clerk would be retained, when there is a change of Administration, be turned over to the Education Committee for their study and recommendation. Motion was seconded by Willie Mae Dennis and carried unanimously.

President Bobbie presented the names of the new District Directors for those Districts having elected their Director for the upcoming year. She urged the other Districts to do so.

Velma Gober reported for the Nominating Committee recommending the following slate of officers for 1981-82:

- PRESIDENT ----- Carolyn Moxingo, City Clerk of Marion
- VICE-PRESIDENT ----- Norma K. Willis, City Clerk-Treasurer of Ashland
- SECRETARY ----- Bettie Scott, City Clerk of Bell City
- TREASURER ----- Dan Turnaire, City Clerk of Hueytown

There being no nominations from the floor, Mary Potter moved that the above officers be so elected to serve our Association for 1981-82. Motion seconded by Lorraine Butler and carried unanimously.

At this time the outgoing President, Bobbie, presented Certificates of Appreciation to the Officers, District Directors, Editor of the Clerk's

Chatter, Dr. Miller, the Alabama League, and to each one expressed appreciation for all that was done to make this year a good year for our Association. She stated that she wished she could give everyone present one as everyone was special and worked hard in our Association.

President Bobbie then dissolved all Committees and recognized Mayor Moore, our League President, who then installed his City Clerk, Carolyn Moxingo, as President and in order the other officers of the Association.

The outgoing president, Bobbie Baggett, was presented a beautiful plaque by Carolyn, in appreciation of her guidance of the Association in so many worthwhile projects and for her untiring efforts and time spent in making this a successful year.

Dan Turnaire was recognized, and presented a bound copy of the "Clerk's Chatter" to President Bobbie and also a copy to the League Library.

Elizabeth Hughes moved that the Budget for the "Clerk's Chatter" be increased from \$900.00 to \$1,100.00. Motion was seconded by Bettie Scott and it was so ordered.

President Carolyn then appointed the following persons to serve on the Educational Committee: Fred Mott, Foley, Chairman; Sarah Nays, Pleasant Grove; Velma Gober, Wetumpka; Britt Thomas, Brundidge. Appointed to the Clerk's Chatter were: Dan Turnaire, Hueytown; Editor and Chairman; Earl Tisdale, Auburn; Gail Lushy, Decatur; and Carol Harris, Creola.

Carolyn expressed her appreciation for this Association's faith in her and requested their continued support throughout the ensuing year.

There being no further business, the Association's meeting was duly adjourned.

*Norma K. Willis*

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

REGULAR MEETING, NOVEMBER 8, 1990

BIRMINGHAM, ALABAMA  
SHERATON PERIMETER HOTEL

The meeting was called to order at 8:15 o'clock a.m. on November 8, 1990 at the Birmingham Sheraton Perimeter Hotel by the President-elect, John Baker. AAMCA President-elect Baker presided at the meeting, reporting that President Don Howell sent his apologies to the Association for his absence, but that his presence had been required in federal district court to represent his City in litigation. The invocation was offered by Tommy Langham, Bay Minette.

President-elect Baker stated that a copy of the minutes of the May, 1990 meeting had been published in the Clerk's Chatter and a copy mailed to all members. He called for a motion to adopt the minutes as mailed. Whereupon, a motion was made by Mary Potter, Saraland, and seconded by Evelyn Phillips, Fairhope, that the minutes be approved as mailed. Upon a vote, the motion carried unanimously.

COMMITTEE REPORTS:

TREASURER'S REPORT - ALICE VANDIVER

AAMCA Treasurer Alice Vandiver submitted the following report:  
(INSERT)

President-elect Baker called for a motion to approve the Treasurer's Report as submitted. Whereupon, a motion was made by Sharon Davis, Atmore, and seconded by Mary Potter, Saraland, that the Treasurer's Report be approved as submitted. Upon a vote, the motion carried unanimously.

EDUCATION COMMITTEE REPORT - LINDA VANDEN BOSCH

Education Committee Chair Linda Vanden Bosch, Greenville, gave the Education Committee Report. She thanked committee members Mignon Bowers, Athens; Sharon Davis, Atmore; Gail Duffey, Scottsboro; Steve Eason, Florence; Harold Gordon, Alexander City; Betty Parker, Hartselle; Carolyn Thomas, Marion; Kim Wright, Russellville; and AAMCA Officers Don Howell, John Baker, Gail Busbey and Alice Vandiver. Linda reported that the Education Committee had met four times in 1990, with an objective of developing a long-range education program to be updated yearly. She reported that she had participated in an IIMC workshop for education chairmen and participated in IIMC surveys.

CLERK OF THE YEAR COMMITTEE - GAIL BUSBEY

Gail Busbey, Decatur, Chair of the Clerk of the Year Committee, reported that nominees for Clerk of the Year were: Eleanor Byrd, Silverhill; Imogene "Sally" Williams, Somerville; Linda Vanden Bosch,

membership. Gail Busbey, Decatur, asked for the endorsement of AAMCA and stated that she would be guided by the wishes expressed by the membership through their vote and would fully support the candidate endorsed by AAMCA. Linda Vanden Bosch, Greenville, stated that she wished to withdraw her candidacy. Steve Eason, Florence, asked that the ~~motion on the table to endorse Gail Busbey be brought to a vote.~~ Upon a vote, the motion carried unanimously.

President-elect Baker introduced the two candidates for Treasurer of AAMCA. Rubye Kennedy, Prattville, stated that she has the support of her Mayor and Council to seek the office and that she seeks this office in order to repay some of the support and benefits that she has received from the association over the years. Linda Vanden Bosch, Greenville, stated that she has attended every AAMCA conference since her appointment as City Clerk, has served as Education Committee Chair three times and has attended all IIMC conferences since her appointment with the exception of two.

There being no further business to come before the Association, the meeting was duly adjourned at 9:25 o'clock a.m.

Respectfully submitted,  
Gail Busbey, Secretary

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS  
AND ADMINISTRATORS

NOVEMBER, 1990

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BANK BALANCE NOV. 1, 1990		7,062.49
INCOME:		
Dues:	640.00	
Sponsors:	2,900.00	
Interest	<u>147.94</u>	
		<u>3,687.94</u>
EXPENDITURES:		
Band	1,100.00	
Plaque for President	67.95	
Officer travel	67.92	
Chatter omitted last month	<u>80.00</u>	
		1,315.87
FUND BALANCE:		<u>9,434.66</u>

Respectfully submitted.  
Alice Vandiver, CMC/AAE  
Treasurer

PROPOSED BUDGET

FISCAL YEAR 1991

The Alabama Clerks & Administrators Association

ANTICIPATED REVENUE:

Members Dues	\$6,400.
Interest on Investments	\$1,550.
Miscellaneous Revenue	\$100.
Transfer from Reserve	\$400.

TOTAL ANTICIPATED REVENUE

\$8,450.00

ANTICIPATED EXPENDITURES:

Annual Convention **	
Postage & Printing	\$1,400.
Plaque for President	\$100.
Officers Travel Expense	\$1,000.
IIMC Conf. President	\$1,200.
Committee Meetings	\$800.
John Burton Fund	\$500.
IIMC Education Fund	\$200.
Miscellaneous	\$750.
Special Projects	\$1,500.
(IIMC Regional Meeting) **	
Scholarship Fund	\$1,000.

TOTAL ANTICIPATED EXPENDITURES

\$8,450.00

Anticipated Carry Over

-0-

Submitted by: Budget Committee

Betty Benson, Chairman  
City Clerk-Madison  
Gail Duffey, City Clerk-Scottsboro  
Kim Wright, City Clerk-Muscle Shoals  
Sharon Davis, City Clerk-Atmore

ALABAMA ASSOCIATION OF MUNICIPAL CLERKS AND ADMINISTRATORS

REGULAR MEETING  
NOVEMBER 19, 1992  
BIRMINGHAM, ALABAMA

The meeting was called to order at 4:00 P.M. on November 19, 1992 at the Birmingham Sheraton Perimeter Hotel by the President Gail Busbee. AAMCA President Busbee presided at the meeting and called the meeting to order.

**Approval of Minutes:** President Busbee stated that a copy of the minutes of the May 4, 1992 meeting was previously distributed to all members and asked for a motion for their approval. Upon the motion being duly made, seconded and unanimously voted, the minutes of the May 4, 1992 meeting were approved.

**Committee Reports:** After all Committee Reports were presented, President Busbee asked for a motion to approve the reports as submitted. There was a motion made, properly seconded and unanimously voted to approve the Committee Reports as presented.

**1993 Budget Approved:** A proposed budget for the upcoming year was presented. (See Attached). President Busbee asked for a motion to approve the Proposed Budget as presented. Upon the motion being duly made, seconded and unanimously voted, the 1993 Budget was approved.

**Installation of Officers:** President Busbee presented the following officers who will officially assume their respective offices in January, 1993:

Alice Vandiver; Phil Campbell - President  
Ruby Kennedy; Prattville - President-Elect  
Roland Carter; Andalusia - Secretary  
Sara Mays; Pleasant Grove; Treasurer

There being no further business to come before the Association, the meeting was duly adjourned.

There were no minutes of this meeting written or submitted by the former Secretary, Ruby Kennedy, therefore, this summary of the AAMCA November 19, 1992 meeting is submitted by the new Secretary Roland Carter.

Respectfully submitted,

  
Roland Carter, Secretary

ALABAMA ASSOCIATION OF MUNICIPAL  
CLERKS AND ADMINISTRATORS

1993 BUDGET-PROPOSED

ANTICIPATED REVENUE:

MEMBERSHIP DUES	\$ 6,000.00
INTEREST ON INVESTMENTS	1,000.00
CLERK'S DAY	2,500.00
SPONSORS-ANNUAL MEETING	4,000.00
MEMBERSHIP DIRECTORIES	-0-
MISCELLANEOUS REVENUE	100.00
TRANSFER FROM RESERVES	8,400.00

TOTAL ANTICIPATED REVENUE \$ 22,000.00

ANTICIPATED EXPENDITURES:

CLERK'S DAY	\$ 4,500.00
ANNUAL MEETING	3,500.00
MEMBERSHIP DIRECTORIES	1,000.00
PRINTING	1,000.00
POSTAGE	1,500.00
OFFICERS' TRAVEL	1,800.00
COMMITTEE MEETINGS	1,500.00
IIMC-PRESIDENT	1,800.00
SCHOLARSHIPS	1,000.00
PRESIDENT'S PLAQUE	100.00
BURTON FUND	500.00
MCEF (IIMC EDUCATION FUND)	200.00
MISCELLANEOUS	1,000.00
SPECIAL PROJECTS	1,500.00
LEAGUE BREAKFAST	1,100.00

TOTAL ANTICIPATED EXPENDITURES \$ 22,000.00